



Storekeeper 3 & 2

Only one answer sheet is included in the NRTC. Reproduce the required number of sheets you need or get answer sheets from your ESO or designated officer.

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0503LP4795300

Although the words "he," "him," and "his" are used sparingly in this manual to enhance communication, they are not intended to be gender driven nor to affront or discriminate against anyone reading this text.

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PENSACOLA FL 32509-5237

2 July 1998

ERRATA #1

Stock Ordering No.
0503-LP-479-5301

Specific Instructions and Errata for
Nonresident Training Course

STOREKEEPER 3&2
NAVEDTRA 82650

1. To obtain credit for deleted questions, show this errata to your local course administrator (ESO/scorer). The local course administrator is directed to correct the course and answer key by indicating the questions deleted.

2. No attempt has been made to issue corrections for errors in typing, punctuation, etc., which do not affect your ability to answer the question.

3. Assignment Booklet, NAVEDTRA 82650

Delete the following questions, and leave the corresponding spaces blank on the answer sheets:

Question

1-27

Make the following changes:

Question

Changes

7-43 & 44

Change the word "pelletized" to read "palletized."

STOREKEEPER 3 & 2

NAVEDTRA 82650

Prepared by the Naval Education and Training Program Management
Support Activity (NETPMSA), Pensacola, Florida

Congratulations! By enrolling in this course, you have demonstrated a desire to improve yourself and the Navy. Remember, however, this self-study course is only one part of the total Navy training program. Practical experience, schools, selected reading, and your desire to succeed are also necessary to successfully round out a fully meaningful training program. You have taken an important step in self-improvement. Keep up the good work.

HOW TO COMPLETE THIS COURSE SUCCESSFULLY

ERRATA: If an errata comes with this course, make all indicated changes or corrections before you start any assignment. Do not change or correct the associated text or assignments in any other way.

TEXTBOOK ASSIGNMENTS: The text for this course is Storekeeper 3 & 2, NAVEDTRA 12650. The text pages that you are to study are listed at the beginning of each assignment. Study these pages carefully before attempting to answer the questions in the course. Pay close attention to tables and illustrations because they contain information that will help you understand the text. Read the learning objectives provided at the beginning of each chapter or topic in the text and/or preceding each set of questions in the course. Learning objectives state what you should be able to do after studying the material. Answering the questions correctly helps you accomplish the objectives.

SELECTING YOUR ANSWERS: After studying the associated text, you should be ready to answer the questions in the assignment. Read each question carefully, then select the BEST answer. Be sure to select your answer from the subject matter in the text. You may refer freely to the text and seek advice and information from others on problems that may arise in the course. However, the answers must be the result of your own work and decisions. You are prohibited from referring to or copying the answers of others and from giving answers to anyone

else taking the same course. Failure to follow these rules can result in suspension from the course and disciplinary action.

ANSWER SHEETS: You must use answer sheets designed for this course (NETPMSA Form 1430/5, Stock Ordering Number 0502-LP-216-0100). Use the answer sheets provided by Educational Services Officer (ESO), or you may reproduce the one in the back of this course booklet.

SUBMITTING COMPLETED ANSWER SHEETS: As a minimum, you should complete at least one assignment per month. Failure to meet this requirement could result in disenrollment from the course. As you complete each assignment, submit the completed answer sheet to your ESO for grading. You may submit more than one answer sheet at a time.

GRADING: Your ESO will grade each answer sheet and notify you of any incorrect answers. The passing score for each assignment is 3.2. If you receive less than 3.2 on any assignment, your ESO will list the questions you answered incorrectly and give you an answer sheet marked "RESUBMIT." You must redo the assignment and complete the RESUBMIT answer sheet. The maximum score you can receive for a resubmitted assignment is 3.2.

COURSE COMPLETION: After you have submitted all the answer sheets and have earned at least 3.2 on each assignment, your command should

give you credit for this course by making the appropriate entry in your service record.

NAVAL RESERVE RETIREMENT CREDIT: If you are a member of the Naval Reserve, you will receive retirement points if you are authorized to receive them under current directives governing retirement of Naval Reserve personnel. For Naval Reserve retirement, this course is evaluated at 12 points. (Refer to BUPERSINST 1001.39 for more information about retirement points.)

STUDENT QUESTIONS: If you have questions concerning the administration of this course, consult your ESO. If you have questions on course content, you may contact NETPMSA at:

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Commercial: (904) 452-1551

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COURSE OBJECTIVES: In completing this nonresident training course, you will demonstrate a knowledge of the subject matter by correctly answering questions on the following subjects: mission, organization, and functions of the Navy Supply System; supply procedures afloat and ashore; classification and identification of material; COSAL; procurement; material receipt, custody, and stowage; inventory management; expenditures; accounting classifications; afloat accounting and reporting; automated supply; maintenance and material management systems; material handling equipment; and packing, marking, and shipping material.

Naval courses may include several types of questions--multiple-choice, true-false, matching, etc. The questions are not grouped by type but by subject matter. They are presented in the same general sequence as the textbook material upon which they are based. This presentation is designed to preserve continuity of thought, permitting step-by-step development of ideas. Not all courses use all of the types of questions available. You can readily identify the type of each question, and the action required, by reviewing of the samples given below.

MULTIPLE-CHOICE QUESTIONS

Each question contains several alternative answers, one of which is the best answer to the question. Select the best alternative, and blacken the appropriate box on the answer sheet.

SAMPLE

- s-1. The first U.S. Navy nuclear-powered vessel was what type of ship?
- 1. Carrier
 - 2. Submarine
 - 3. Destroyer
 - 4. Cruiser

Indicate in this way on your answer sheet:

	1	2	3	4
	T	F		
s-1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _ _ _

TRUE-FALSE QUESTIONS

Mark each statement true or false as indicated below. If any part of the statement is false, the entire statement is false. Make your decision, and blacken the appropriate box on the answer sheet.

SAMPLE

- s-2. Shock will never be serious enough to cause death.
- 1. True
 - 2. False

Indicate in this way on your answer sheet:

	1	2	3	4
	T	F		
s-2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _ _ _

MATCHING QUESTIONS

Each set of questions consists of two columns, each listing words, phrases or sentences. Your task is to select the item in column B which is the best match for the item in column A. Items in column B may be used once, more than once, or not at all. Specific instructions are given with each set of questions. Select the numbers identifying the answers and blacken the appropriate boxes on your answer sheet.

SAMPLE

In answering questions s-3 through s-6, SELECT from column B the department where the shipboard officer in column A functions. Responses may be used once, more than once, or not at all.

- | | |
|-------------------------------|---------------------------|
| A. OFFICER | B. DEPARTMENT |
| s-3. Damage Control Assistant | 1. Operations Department |
| s-4. CIC Officer | 2. Engineering Department |
| s-5. Disbursing Officer | 3. Supply Department |
| s-6. Communications Officer | 4. Navigation Department |

indicate in this way on your answer sheet:

	1	2	3	4
	T	F		
s-3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _ _ _
s-4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _ _ _
s-5	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> _ _ _
s-6	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _ _ _

ASSIGNMENT 1

Textbook Assignment: "The Navy Storekeeper," chapter 1, pages 1-1 through 1-4; "Supply Organization" chapter 2, pages 2-1 through 2-11; "Administration," chapter 3, pages 3-1 through 3-2.

Learning Objectives: Recognize the general structure of the SK ratings, and the requirements and responsibilities of the SK ratings.

- 1-1. The operation and maintenance of a ship's supply department requires an SK with which of the following attributes?
 1. A continuous wait and see attitude
 2. A good sense of humor
 3. A high degree of technical competence
 4. A small degree of technical competence
- 1-2. The Storekeeper rating is identified as which of the following types of rating?
 1. Specialist only
 2. Service only
 3. Both service and specialist
 4. General rating
- 1-3. Prior to being advanced to Storekeeper 3rd class, a Storekeeper striker must acquire which of the following areas of knowledge?
 1. Specific knowledge of all department functions
 2. A detailed knowledge of those functions that an SK3 will be required to perform
 3. A general knowledge of overall supply functions
 4. A detail knowledge of the ship's store operation
- 1-4. An SK3 and SK2 may be required to perform which of the following supply functions?
 1. Direct the preparation of reports to the type commander
 2. Determine routine requirements for equipment and repair parts
 3. Establish the procedures to be used in processing material for shipment
 4. Account for supplies and equipment funds
- 1-5. Which of the following designations may be used as a Storekeeper's job title?
 1. Technical Librarian
 2. Logroom Yeoman
 3. Jack of The Dust
 4. Cargo handler

- 1-6. Why is it important that you develop an awareness of how your particular job fits into the overall responsibility of the supply department?
 1. You obtain a better understanding of why you are required to do all of the technical work performed by the department
 2. You obtain a better understanding of the separation and distinct responsibilities of your work
 3. You obtain a greater tolerance for performing the unimportant drudgery work for the department
 4. All of the above
- 1-7. To ensure that the reports prepared from the records you maintain are correct, you should take which of the following precautions?
 1. Check to make sure all entries are correct only
 2. Make sure all entries are neat and legible only
 3. Make sure all entries are neat, legible, and correct
 4. Make allowances for errors that you may forget to correct
- 1-8. Your responsibility for technical leadership are special to your rating and directly relate to your work as an SK.
 1. True
 2. False

Learning Objectives: Recognize the importance of planning and the manner in which you should plan your career and qualify for advancement. Identify publications that are required and other publications and training materials that are optional in preparing for advancement.

- 1-9. What has been the primary source of training for enlisted career development?
 1. Nonresident career courses
 2. The Navy's formal school programs
 3. "On-the-job" training
 4. Fleet training centers

- 1-10. What skill(s) are needed to properly develop a career in the supply field?
 1. Technical only
 2. Administrative only
 3. Leadership only
 4. Technical, administrative, and leadership
- 1-11. To obtain technical information regarding your duties as an SK, which of the following publications would be the most helpful to you?
 1. Basic manual
 2. TRAMAN
 3. Appropriate official
 4. Subject matter training manuals
- 1-12. TRAMANS are designed to do what?
 1. Establish a knowledge threshold
 2. Help you prepare for advancement
 3. Teach you all you need to know about your rate
 4. Train you for all future assignments
- 1-13. Before you begin an intensive study of any part of a TRAMAN, what should be your first step?
 1. Read the preface only
 2. Read the table of contents
 3. Check through the index only
 4. Become familiar with the entire book
- 1-14. Which of the following steps should you take first when you begin to study a TRAMAN?
 1. Set up a regular study plan
 2. Refer to the advancement handbook for Storekeeper
 3. Learn how the training manual is organized
 4. Try to state the main ideas of the training manual in your own words
- 1-15. After becoming familiar with the TRAMAN, which of the following steps should you take?
 1. Take a more detailed look at the manual to see how it is organized
 2. Read the introductions, chapter by chapter. headings, and subheadings
 3. Take another look at the table of contents
 4. All of the above
- 1-16. As you look through the TRAMAN, which of the following questions should you ask yourself?
 1. What do I know and what do I need to learn about this TRAMAN
 2. How is this information related to information given in other chapters
 3. How is this information related to that found in the PARS
 4. All of the above
- 1-17. After you have obtained a general idea of what is in the TRAMAN, how should you go about increasing your knowledge?
 1. Fill in the details by intensive study only
 2. Cover a complete unit each study period only
 3. Complete a unit each study period and fill in the details by intensive study
 4. Cover the same amount of material each study period
- 1-18. You can best demonstrate that you have mastered the subject matter from a chapter or section of a TRAMAN by accomplishing which, if any, of the following goals?
 1. Quote word for word, paragraphs from the text
 2. Express in your own words the main points of the subject
 3. Remember pertinent dates
 4. Remember tables of data, Navy forms, and pertinent dates
- 1-19. To effectively meet the responsibilities of your rate, the development of high quality performance requires which of the following mixtures?
 1. Formal training and practical experience
 2. Informal training and practical experience
 3. Technical competence and pride
 4. Technical knowledge and a deep sense of personal responsibility
- 1-20. You are studying references in preparation for advancement, Which of the following attitudes should you adopt toward the material?
 1. Study only the sections required
 2. Become familiar with as much material as you can
 3. Memorize the procedures given in the publication
 4. Look for key words and memorize how they pertain to the subject

1-21. To benefit most from the information you gain in the TRAMAN, you should take which of the following actions?

1. Make a written outline of the unit only
2. Write down the most important ideas only
3. Relate the information to the knowledge you already have
4. Relate the information to the knowledge you already have, make a written outline of the unit, and write down the most important idea

1-22. If you become familiar with all the information in the TRAMAN, you will have all the information you need to perform the duties of your rating.

1. True
2. False

1-23. Before studying any publication, you should do what?

1. Make sure you have the latest edition
2. Take a course to master information available in the TRAMAN
3. Write an outline about what you already know about the subject
4. Look through the publication and ask yourself questions

1-24. You can determine whether you have the latest edition of a TRAMAN by checking the NAVEDTRA number listed in the NAVEDTRA 12061.

1. True
2. False

1-25. Completion of a TRAMAN may be accomplished by passing a nonresident training course based on the training manual.

1. True
2. False

Learning Objective: Identify the organizational roles and functions of the Navy Supply System.

1-26. Navy inventory managers other than ICP's are responsible for which, if any of the following basic Navy programs?

1. Development and use only
2. Management of material only
3. Development, use, and management of material
4. Development and management only

1-27. The management part of the Navy Supply System organization consist of what officials or offices?

1. Comptroller of the Navy and Commander, Naval Supply System Command
2. Commander, Naval Supply System Command and the Chief of Naval Operations
3. Assistant Secretary of the Navy and the Comptroller of the Navy
4. Chief of Navy Operations and Commander, Naval Supply System Command

1-28. The Navy Supply Command (NAVSUP) is responsible for providing supply management policies and technical guidance for Navy material to which of the following activities?

1. U.S. Navy only
2. U.S. Navy and Marine Corps
3. The Department of Defense
4. U.S. Navy and Air Force

1-29. Which of the following officials serves as the Navy's supply manager?

1. Command, Naval Sea System Command
2. Commander, Naval Supply Systems Command
3. Chief of Naval Operations
4. Chief of Naval Material

1-30. The primary responsibility of an inventory manager is the management of items of supply. This role is filled by which of the following officials/offices?

1. Systems Commands only
2. Inventory Control Points only
3. Project Managers and Systems Commands
4. Project Managers, Systems Commands, and Inventory Control Points

1-31. Who is responsible for the supervision of the Navywide policy in production, procurement, supply and disposal of material?

1. Secretary of The Navy
2. Assistant Secretary of The Navy
3. Chief of Naval Operations
4. Assistant to the Chief of Naval Operations

1-32. Planning and determining the material support needs of the Navy is the responsibility of which of the following individuals or organizations?

1. Secretary of The Navy
2. Assistant Secretary of The Navy
3. Chief of Naval Operations
4. Naval Supply System Command

1-33. The management of the Defense Business Operations Funds (DBOF) is under which of the following system commands?

1. NAVAIR
2. NAVFAC
3. NAVSEA
4. NAVSUP

1-34. Inventory managers are under the command of which of the following activities or officials?

1. Fleet Industrial Supply Centers
2. Type commanders
3. Naval Supply Systems Command
4. Naval Sea Systems Command

1-35. Which of the following items of supply are managed by an ICP?

1. Items assigned to a single agency
2. Items assigned to a military services inventory manager for supporting retail stock
3. Items for end-use requirements of the military services
4. All material used by the Navy

1-36. Fleet Industrial Supply Centers provide a variety of logistical support services to which of the following activities?

1. Fleet activities only
2. Shore activities only
3. Overseas bases and fleet activities only
4. Fleet, shore, and overseas activities

1-37. The Commander-in-Chief of a fleet is responsible for all except which of the following logistic readiness activities?

1. Disseminating information to subordinate commanders
2. Establishing logistic standards
3. Establishing logistic policies
4. Managing and storing an intermediate level of inventory

Learning Objectives; Recognize the functions of a supply department afloat, the factors that must be considered in determining the number of officers and enlisted personnel assigned, and the responsibility and duties of those assigned.

- | |
|--|
| <ol style="list-style-type: none">A. Weapons officerB. Engineering officerC. Supply officerD. Medical officerE. Navigation officerF. Operations officer |
|--|

Figure 1A.—Department Heads

IN ANSWERING QUESTIONS 1-38 THROUGH 1-42, SELECT FROM FIGURE 1A THE OFFICER RESPONSIBLE FOR THE PROCUREMENT, RECEIPT, AND STOWAGE OF THE MATERIAL SHOWN AS THE QUESTION.

1-38. War reserve nuclear weapons.

1. A
2. B
3. C
4. D

1-39. Medical supplies.

1. A
2. C
3. D
4. E

1-40. Inert nuclear weapons material.

1. A
2. B
3. C
4. E

1-41. Intelligence charts.

1. A
2. C
3. E
4. F

1-42. Ammunition containers.

1. A
2. C
3. E
4. F

1-43. The fleet supply officer is responsible for which of the following actions?

1. Acts as principal logistics agent for the fleet commanders
2. Assists the operational and type commanders in developing logistics doctrine and procedures
3. Both 1 and 2 above
4. Review's and takes action on requisitions submitted by fleet units that require approval of higher authority

1-44. Ships are assigned to type commanders for administrative purposes and are grouped by which of the following categories?

1. Age only
2. Type only
3. Class and type only
4. Class, type, and age

1-45. Supply Corps officer on the staff of a type commander are responsible for which of the following duties?

1. Advising the type commander as to supply requirements
2. Ensuring compliance with Navy Department and Fleet Supply Directives
3. Conducting inspections of supply functions
4. All of the above

1-46. The supply officer is responsible to which of the following individuals for the performance of all supply department functions?

1. Stores officer
2. Disbursing officer
3. Commanding officer
4. Each of the above

1-47. The supply officer may assign certain supply department functions to a subordinate in accordance with what chapter of the NAVSUP P-485?

1. 1
2. 2
3. 3
4. 4

1-48. The ship's supply department material support functions include which of the following duties?

1. Procurement, receipt, storage, issue, and accounting for the material only
2. Procurement, receipt, stowage, and issue of the material only
3. Procurement, receipt, stowage of the material only
4. Procurement and receipt of material only

1-49. Which of the following divisions is responsible for the procurement, receipt, storage, and issue of aviation material?

1. S-1
2. S-2
3. S-6
4. S-8

1-50. Which of the following functions is considered to be a supply department service?

1. Operation of the enlisted dining facility
2. Operation of the ship's store facility
3. Disbursement of government funds (on ships with supply corps officers attached)
4. Each of the above

1-51. When a Supply Department Organizational Manual is prescribed by the type commander, it is prepared by which member of the ship's company?

1. Stores branch head
2. Supply department head
3. Executive officer
4. Commanding officer

THIS SPACE LEFT BLANK INTENTIONALLY.

A.	S-1 Division
B.	S-2 Division
C.	S-3 Division
D.	S-4 Division
E.	S-5 Division
F.	S-6 Division
G.	S-7 Division

Figure 1B.—Supply department of
a large fleet unit

IN ANSWERING QUESTIONS 1-52 THROUGH 1-54.
SELECT FROM FIGURE 1B THE DIVISION
RESPONSIBLE FOR THE FUNCTION LISTED AS THE
QUESTION.

1-52. Operates the ship's laundry.

1. A
2. C
3. D
4. E

1-53. Procures and accounts for equipage and repair parts.

1. A
2. B
3. F
4. G

1-54. Maintains officers and crewmembers pay records.

1. B
2. C
3. D
4. F

1-55. The preparation and verification of public vouchers is
the responsibility of which of the following divisions?

1. S-1
2. S-2
3. S-6
4. S-1

1-56. What measures should be taken to ensure a high state
of readiness is maintained when personnel changes
occur?

1. Ensure face-to-face turnovers are made
2. Establish a formal training program
3. Require a one month turnover
4. Each of the above

1-57. Operation and supervision of the enlisted dining
facility, includes all except which of the following
actions?

1. Procurement of equipment
2. Procurement of subsistence
3. Preparation of food
4. Service of food

1-58. The wardroom mess is in what supply division?

1. S-1
2. S-5
3. S-3
4. S-7

1-59. Data processing functions come under what division
of the supply department?

1. S-7
2. S-6
3. S-5
4. S-1

1-60. The supply department's formal training records
include all records pertaining to which of the
following types of information?

1. Curriculums by rating, lesson plans, and schedules
only
2. Curriculums by rating, lesson plans, schedules, and
individual training records only
3. Curriculums by rating, lesson plans, schedules,
individual training records, and personnel
advancement requirement forms only
4. Curriculums by rating, lesson plans, schedules,
personnel advancement requirement forms, division
officers' notebooks, and military training

Learning Objective: Identify some of the organizational roles and functions of the integrated Navy Supply System.

1-61. Ships are loaded with sufficient supplies to assure a prescribed period of self-sufficiency for what reason?

1. To permit maximum retaliation
2. To support civil disturbance
3. To provide support during a natural disaster
4. To provide technical assistance to allied forces

1-62. The support of a deployed ship is dependent upon which of the following capabilities?

1. Overseas bases capability
2. CLF capability
3. Self-support capability
4. CLF and self-support capability

1-63. The Navy Supply System is integrated with which of the following activities?

1. Defense Personnel Support Center (DPSC)
2. Defense Industrial Supply Center (DISC)
3. Defense Logistics Agency (DLA)
4. Defense Fuel Supply Center (DFSC)

1-64. The Navy Supply System ICPs perform which of the following functions?

1. Manage one or more types of material only
2. Stock material for issue to operating forces only
3. Manage one or more types of material and stock material for issue to operating forces
4. Distribute material to stock points, manages one or more types of material, and stock material for issue to operating forces

1-65. Which of the following functions is/are performed by Navy stock points?

1. Procures, receives, and issues material only
2. Invoices customers for material used only
3. Reports issues of material to cognizant ICP
4. Invoice customers, procures, receives, issues and report issues to the cognizant ICP

1-66. USS John Paul Jones submits a requisition for a 1H cog repair part to FISC San Diego. If the item is not in stock, what action should be taken by FISC San Diego?

1. Refer the requisition to the inventory manager (ICP) for cognizance 1H material
2. Purchase the required item and forward it to the USS John Paul Jones
3. Hold the requisition until the required repair part is available for delivery
4. Return the requisition to USS John Paul Jones with directions to resubmit the requisition

1-67. What percentage of line items in the integrated Navy Supply System are managed by DLA?

1. 60 percent
2. 80 percent
3. 90 percent
4. 40 percent

1-68. All except which of the following cognizance symbols are managed by DLA's?

1. 9C
2. 9N
3. 9Q
4. 9M

1-69. Which of the following common use items is/are provided by the General Services Administration (GSA)?

1. Items not available at a Navy stock point
2. Paint and cleaning gear only
3. Paper and handtools only
4. Paper, handtools, paints, and cleaning gear

Learning Objectives: Specify the factors to be considered in planning the arrangement of a supply office and the skills required for assignment to the supply office.

1-70. A member should have which of the following skills to successfully serve in a supply office?

1. Know how to operate and care for labor-saving devices
2. Be familiar with various types of letters and how to prepare them
3. Be able to maintain records and submit required reports and returns
4. All of the above

1-71. Which of the following measures would provide for the health, safety, and comfort of the office worker?

1. Placing each desk directly under a ventilation blower outlet
2. Locating the desks so they face light
3. Keeping equipment, supplies, and publications securely stowed when not in use
4. Locate desks so they face each other

1-72. Which of the following types of upkeep should you be able to perform on the office equipment you operate?

1. Routine care
2. Minor adjustments
3. Both 1 and 2 above
4. Major repairs and adjustments

1-73. To complete typing assignments quickly and satisfactorily, the SK should have which of the following capabilities?

1. Speed only
2. Speed and accuracy only
3. Speed, accuracy, and good typing technique only
4. Speed, accuracy, and the ability to make neat erasures, center a heading, divide words, and keep a typewriter in good operating condition

1-74. Where can you find information for routine maintenance of office equipment?

1. Manufacturer's instruction book
2. 3M Maintenance Manual
3. Warranty booklet
4. Maintenance Requirement Card

1-75. Word processing equipment (WPE) is a keyboard device that has which of the following capabilities?

1. Controlled storage only
2. Controlled retrieval only
3. Automated typing only
4. Controlled storage retrieval and automated typing

ASSIGNMENT 2

Textbook Assignment: "Administration--continued, chapter 3, pages 3-2 through 3-16; "Material Identification: chapter 4, pages 4-1 through 4-17; "Procurement," chapter 5, pages 5-1.

Learning Objective: Specify the factors to be considered in planning the arrangement of a supply office and the skills required for assignment to the supply office (continued from assignment 1).

Learning Objective: Identify some of the principal supply publications used afloat and indicate their purpose and general content.

- 2-1. Stand-alone display text editors which have been electrically linked to a central processing unit (CPU) are known by which of the following terms?
1. Intelligent typewriters
 2. Blind-keyboard word processors
 3. Thin-window word processors
 4. Shared-logic system
- 2-2. The number of work stations and printers in each shared-logic system depends on which of the following Criteria?
1. Number of personnel assign
 2. Size of the work space
 3. Both 1 and 2 above
 4. Power of the CPU
- 2-3. Stand-alone display text editors provide the user with which of the following capabilities?
1. Math processing only
 2. Magnetic recording only
 3. Move, delete, or insert words, sentences, or paragraphs only
 4. Move, delete, insert words, sentences, paragraphs, math processing, and magnetic recording
- 2-4. Latent impressions can contribute to compromise of classified information.
1. True
 2. False
- 2-5. Close controls over the use of the fastcopy machines should be established to prevent which of the following undesirable results?
1. Unnecessary cost
 2. Security abuses
 3. Both 1 and 2 above
 4. Use by other departments

- 2-6. On matters pertaining to supply procedures, a Storekeeper would most likely refer to what references?
1. NAVSO Manuals
 2. NAVSUP Manuals
 3. Navy Regulations
 4. Generals Orders
- 2-7. Minimum procedures for the operation of supply departments on ships are contained in what reference?
1. NAVSUP Manual, Volume 1
 2. NAVSUP P-485
 3. NAVSUP P-484
 4. NAVSO P-3073

- A. NAVSUP P-485
- B. NAVSUP P-486
- C. NAVSUP P-487
- D. NAVSUP P-567

Figure 2A.-Publications

IN ANSWERING QUESTIONS 2-8 THROUGH 2-10, SELECT THE PUBLICATION FROM FIGURE 2A FOR THE TITLE USED AS THE QUESTION.

- 2-8. Shipboard Uniform Automated Data Processing System-207 Support Procedures.
1. A
 2. B
 3. C
 4. D

2-9. Ship's Store Afloat.

1. A
2. B
3. C
4. D

2-10. Foodservice Management.

1. A
2. B
3. C
4. D

2-11. Personnel assigned OPTAR recordskeeping duties Should refer to which of the following publications when they desire information on recording OPTAR transactions?

1. NAVSO P-519
2. NAVSO P-3073 only
3. NAVSO P-3013 only
4. NAVSO P-3073 and NAVSO P-3013

2-12. In what volume and chapter of the NAVCOMPT Manual should you refer for the unit identification code of the Fleet Industrial Supply Center, Norfolk?

1. Volume 2, chapter 5
2. Volume 2, chapter 1
3. Volume 3, chapter 3
4. Volume 8, chapter 5

2-13. Information about military duties of shipboard personnel, general quarters, and emergency bills may be found in which of the following publications?

1. Ship's Organization and Regulation Manual
2. U.S. Navy Regulations
3. Department Organization Manual
4. Naval Ship's Technical Manual

2-14. The professional duties and responsibilities of supply personnel of a particular ship are outlined in which of the following publications?

1. Naval Supply System Command Manual
2. Supply Department Organization Manual
3. Ship's Organization and Regulations Manual
4. Navy Comptroller Manual

2-15. The publication, NAVSO P-3013, Financial Management of Resources, is issued by which of the following organizations or individuals?

1. Assistant Secretary of Defense
2. Secretary of the Navy
3. Navy Supply Systems Command
4. Comptroller of the Navy

2-16. The manual which delineates the responsibility of disbursing officers ashore and afloat is issued by which of the following organizations or individuals?

1. Naval Supply Systems Command
2. Comptroller of the Navy
3. Assistant Secretary of Defense
4. Secretary of the Navy

2-17. What publication establishes equipage allowances for your ship?

1. Illustrated Shipboard Shopping Guide (ISSG)
2. Coordinated Shipboard Allowance List (COSAL)
3. Naval Supply System Command Manual
4. Naval Ship Systems Command Technical Manual

2-18. Normally, changes to a NAVSUP Manual are issued in what form?

1. Pen-and-ink changes
2. Page changes
3. Change bulletins
4. Directives

2-19. What publication lists current changes in the various publications used in the supply department?

1. Naval Supply Corps Newsletter
2. Naval Ship Systems Command Allowance List, General Index
3. Federal Stock Catalog, General Stores Section
4. Defense Logistics Agency Loglines

Learning Objective; Identify the various forms of naval correspondence, their uses and preparation procedures.

2-20. An instruction differs from a notice in which of the following ways?

1. It contains information having brief reference value (less than 6 months)
2. It contains information having one-time or short reference value
3. It has continuing reference value until superseded or canceled
4. It has a self-canceling provision

2-21. Which of the following types of written communications are classified as "correspondence"?

1. Letters only
2. Directives only
3. Memorandums and directives
4. Letters, directives, and memorandums

2-22. Official correspondence that requires action should be routed by which of the following means to ensure prompt attention?

1. Tickler tile
2. File card
3. Check sheet
4. Route sheet

2-23. What is the purpose of a tickler file?

1. To indicate categories of supplies on hand
2. To serve as a reminder for action
3. To indicate requisitions outstanding
4. To serve as a memorandum file

2-24. You are asked to assign a number to an instruction. From which publication do you determine what number to assign?

1. Correspondence Manual
2. BUPERSMAN
3. Department of the Navy Standard Subject Identification Codes
4. Navy Register

2-25. A notice issued by your office should be assigned all except which of the following identifiers?

1. The originator's abbreviation
2. The type of directive
3. The subject identification number
4. A consecutive number, preceded by a decimal point

2-26. What authority issues instructions that schedule the destruction of Navy records?

1. SECDEF
2. SECNAV
3. CNO
4. NMPC

2-27. The procedure for the transfer and preservation of records of a permanent nature are published by which of the following organizations or individuals?

1. General Services Administration
2. Chief of Naval Operations
3. Chief of Naval Personnel
4. District commandants

Learning Objectives: Determine the purpose, scope, and use of the Federal Catalog System identify Federal stock groups and classes; and specify the location and function of the elements in a stock number.

2-28. Material identification under the Federal Catalog System involves which of the following actions?

1. Naming, describing, classifying, and numbering
2. Describing, classifying, numbering, and inventorying
3. Classifying, numbering, inventorying, and naming
4. Numbering, inventorying, naming, and describing

2-29. Administration of the Federal Catalog System is accomplished by which of the following agencies?

1. Naval Supply Systems command
2. Navy Material Command
3. Defense Logistics Agency
4. Department of Defense

2-30. One advantage of the Federal Catalog System is the common language it provides to all Department of Defense, civil agencies, and North Atlantic Treaty Organization countries.

1. True
2. False

2-31. Materials are assigned to federal supply classifications according to which of the following characteristics?

1. Physical or performance
2. Relative costs
3. Security requirements
4. Manufacturers' identification

2-32. The Navy uses the supply groups 01 through 09 for forms and publications that are not included in the Federal Catalog System.

1. True
2. False

2-33. All except which of the following cognizance symbols indicate material that is carried in the Naval Stock Account (NSA)?

1. 1H
2. 2N
3. 9M
4. 9Z

2-34. What does the second character of the cognizance symbol indicate?

1. Special reporting requirements for the material
2. The rate of usage of the material
3. The unit of issue of the material
4. The inventory manager or ICP

2-35. Which of the various elements of a national stock number may be used by itself to identify a specific item of material?

1. National item identification number
2. Cognizance symbol
3. Federal supply classification
4. Federal supply group

2-36. When an item of material requires special inspection, testing, storage, or handling, the Commander, Navy Supply Systems Command may indicate this by assigning what designation?

1. FSC
2. SMIC
3. NIIN
4. NSN

2-37. Some items are designated by the cognizant inventory manager for special reporting and/or control. The designation is shown by which of the following acronyms?

1. SMIC
2. MCC
3. NIIN
4. FSC

A.	9Z
B.	80
C.	8030
D.	00-244-1298

Figure 2B.—National stock number

IN ANSWERING QUESTIONS 2-38 THROUGH 2-41, SELECT FROM FIGURE 2B THE ELEMENT FOR THE DESCRIPTION USED AS THE QUESTION.

2-38. National item identification number.

1. A
2. B
3. C
4. D

2-39. Cognizance symbol.

1. A
2. B
3. C
4. D

2-40. Federal supply classification.

1. A
2. B
3. C
4. D

2-41. Federal supply group.

1. A
2. B
3. C
4. D

2-42. Items of material that are not included in the Federal Catalog System, but are stocked or monitored in the Navy Supply System, are identified by Navy Item Control Numbers (NICNs).

1. True
2. False

2-43. Local item control numbers may be assigned to shipboard consumable items when they are not identified by an NSN or NICN.

1. True
2. False

2-44. Material identified on the MRIL are classified as which of the following items?

1. Shelf life
2. Hazardous
3. Repairable
4. Consumable

- 2-45. Items of equipment are designated as "controlled equipment" according to which of the following factors?
1. High unit cost, vulnerability to pilferage, and/or essential to ship's mission
 2. Vulnerability to pilferage, essential to ship's mission, and/or known deficiencies
 3. Essential to ship's mission, known deficiencies, and/or high unit cost
 4. Known deficiencies, high unit cost, and/or vulnerability to pilferage
- 2-46. The continuous identification marking prescribed by FED-STD-183b requires that each item of stock be marked with which of the following designations?
1. The producer's name or trademark and commercial designation of the material
 2. The national stock number and the producer's name or trademark
 3. The commercial designation of the material and the national stock number
 4. The national stock number and the tensile strength rating
- 2-47. Color codes are used on compressed gas cylinders for what purpose?
1. To identify the type of cylinder
 2. To identify the type of gas contained in the cylinder
 3. To identify the type of metal the cylinder is made of
 4. To identify whether each cylinder is flammable or inflammable
- 2-48. A compressed gas cylinder that contains the highly flammable gas acetylene is painted what color?
1. Red
 2. Gray
 3. Yellow
 4. Brown
- 2-49. The white strip on an oxygen cylinder indicates that the contents are fit for human use. What is the body color of this cylinder?
1. Black
 2. Blue
 3. Green
 4. Yellow
- 2-50. All except which of the following items of information is normally etched on the manufacturer's nameplate of installed equipment?
1. Manufacturer's name
 2. National stock number
 3. Model number
 4. Serial number
- 2-51. All Storekeepers should become proficient in the use of the NAVSUP P-4000 because it contains what information?
1. Guidelines for the use of various Federal Catalog Systems and NAVSUP publications
 2. Instructions that disseminate information relative to items within the Navy supply system
 3. The interrelationship of various publications.
 4. All of the above
- 2-52. The ML-N contains information relating to national stock number (NSN) management data for which of the following material?
1. Items for which Navy interest has been recorded
 2. Ammunition stock
 3. Both 1 and 2 above
 4. All items listed in the MCRL
- 2-53. Part I of the MCRL provides which of the following types of information?
1. Cross-reference between NSN and reference numbers
 2. Cross-reference between reference numbers and CID
 3. A list of repairable items
 4. A list of material control codes
- 2-54. The LIRSH is a reference publication and should be used in conjunction with which of the following other references?
1. HMIS only
 2. MRIL only
 3. HMIS and MRIL
 4. NAVSUP P-486

A.	MRIL
B.	ML-N
C.	MCRL
D.	HMIS

Figure 2C.-Publications

IN ANSWERING QUESTIONS 2-55 THROUGH 2-57, SELECT FROM FIGURE 2C THE PUBLICATION YOU CAN FIND THE INFORMATION LISTED AS THE QUESTION.

2-55. Cross reference information listing from part number to NSN.

1. A
2. B
3. C
4. D

2-56. A listing of items that must be turned in for repair when they fail.

1. A
2. B
3. C
4. D

2-57. A listing of potentially hazardous items.

1. A
2. B
3. C
4. D

2-58. The letter "O" appearing in the repair maintenance column of the MRIL gives you what information about an item?

1. Some repairs are possible at organizational or intermediate level
2. Some repairs are possible at the intermediate level only
3. No repairs are to be attempted at the organizational or intermediate level
4. All repairs are to be accomplished at the organizational or intermediate level

2-59. The ASG contains all except which of the following information?

1. Descriptive data and illustrations
2. NIIN index, which also indicates availability of the item from the mobile logistics support forces
3. Item numbers used for cataloging purposes
4. Stock number of substitute items

2-60. The MCRL is used to provide a cross-reference between which of the following items?

1. Noun names and FSCs
2. Reference numbers and NSNs
3. NIINs and item numbers
4. FSCs and NIINs

2-61. The commercial and government entity (CAGE) is used by the SK to carry out which of the following functions?

1. Determine the correct manufacturer to be used with the NIIN having more than one reference number listed in the MCRL
2. Determine the correct NIIN when the reference number in the MCRL is used with more than one NIIN
3. Select the NIIN from the MCRL showing the CAGE for the manufacturer that made the needed part
4. All of the above

2-62. Which of the following three parts of the CAGE is/are published on microfiche?

1. H4-1 only
2. H4-1 and H4-2 only
3. H4-2 and H4-3 only
4. H4-1, H4-2, and H4-3

2-63. The laundry tumbler manufactured by the American Laundry Machinery Industries uses a V-belt made by which of the following manufacturers?

1. SKF Industries
2. Browning
3. American Laundry Machinery Industries
4. SKF Browning Industries

2-64. The NSN and correct CAGE for the part numbers listed in a NAVSEA Technical manual can be obtained from which of the following publications?

1. MCRL
2. NMDL
3. CAGE and MCRL
4. MRIL

Learning Objectives: Recognize the various methods of obtaining materials for naval activities and identify personnel who are responsible for obtaining materials.

2-65. The act of obtaining material or service is known by which of the following term?

1. Procurement
2. Requisitioning
3. Survey
4. Expenditure

2-66. Which of the following methods of procurement will you use most frequently?

1. Transfer
2. Purchase
3. Requisition
4. Acquisition

2-67. As an SK 3 or 2, your responsibilities for procurement will require you to obtain which of the following items of information?

1. How to determine what material is authorized and when to obtain it
2. How to determine routine requirements
3. How to prepare procurement forms only
4. How to determine what material is authorized, where it is obtained, the forms used in procurement, and how to prepare them

2-68. The supply officer is responsible for procuring which of the following supplies and equipment?

1. Medical stores
2. Marine Corps stores
3. Materials automatically furnished to the ship without action by the ship
4. Bulk stores and consumable

2-69. When procurement is required of certain items, the supply officer consults the department to ensure the desired specifications are met. What type of material would this normally cover?

1. Standard
2. Technical
3. Bulk
4. Consumable

2-70. The term "direct turnover" (DTO) is used to describe which of the following types of material?

1. Material stocked in supply storerooms
2. Material ordered by departments other than the supply department
3. Materials ordered by the supply officer but given to a specific department when received
4. Materials automatically furnished to the ship to replace obsolete items

2-71. To whom would the operations officer (a department head) be responsible for reporting an additional need for a particular equipage item in the department?

1. Executive officer
2. Type commander
3. Supply officer
4. Commanding officer

2-72. Which of the following SK's share in the responsibility for determining routine stores requirements?

1. Supply office Storekeeper
2. Stock records Storekeeper
3. Storeroom Storekeeper
4. All Storekeepers regardless of rate or where they work

ASSIGNMENT 3

Textbook Assignment: "Procurement "-continued, chapter 5, pages 5-1 through 5-25.

Learning Objective: Recognize some of the factors involved in determining the requirements for general stores, equipage, and repair parts (continued from assignment 2).

3-1. Define the term "endurance."

1. The amount of time a ship will be at sea
2. The distance a ship can travel with out refueling
3. The period of time required by a ship to use a definite amount of supplies
4. The period of time required by a ship to use all of its supplies

3-2. Once the supply officer knows the rate of usage and the total storage space available, he/she can estimate which of the following factors?

1. Excess amount of material
2. Percentage of under stocking of standard items
3. Percentage of overstocking of consumable
4. Number of days can be maintained by capacity loading

3-3. What data should be your most accurate guide in determining the requirements for your ship?

1. Ship's allowance list
2. Ship's experience as shown in accurate stock records
3. Ship's initial outfitting list
4. Ship's usage data tables

3-4. In determining quantities of supplies that should be stocked for a newly commissioned ship, the supply officer should be guided by which of the following data?

1. Allowance lists only
2. Initial outfitting lists only
3. Usage data tables and allowance list only
4. Allowance lists, initial outfitting lists, and usage data tables

3-5. Which of the following factors may necessitate a review of stock records and a reevaluation of requirements for some or all items stocked aboard a ship?

1. Type of climate during operation and length of cruise only
2. Length of cruise and type of operation (combat or training) only
3. Supply support availability only
4. Length of cruise, type of operation, supply support availability, and climate during operation

3-6. In preparing for your ship's deployment, what factor is of prime importance to the supply officer?

1. Stockage objective
2. Amount of material on hand
3. Availability of supply support during the cruise
4. Ship's allowance

3-7. Which of the following actions is generally carried out on a routine basis?

1. Replacing material that has been surveyed
2. Ordering material to replace that issued from storeroom
3. Ordering new equipage material
4. Ordering in-excess material

Learning Objective: Determine the source of supply for routine material requirements.

3-8. Materials required to support your ship are normally procured through what channel(s)?

1. The Navy or DOD supply systems
2. Transfer from another ship
3. Purchase on the open market
4. The type commander

3-9. The responsibility for setting forth the procedures for obtaining support from fleet issue ships rests with what official(s)?

1. Type commanders
2. Local commanders
3. Fleet commanders
4. Chief of Naval Operations

3-10. Ships that are operating within the waters of the continental United States normally submit their requisitions to which of the following activities/commands?

1. Fleet industrial supply center
2. Fleet issue ship
3. Tender
4. Naval shipyard

3-11. The TARSLI is a load list that reflects the items carried by which of the following types of ships?

1. Tenders only
2. Repair ships only
3. Tenders and repair ships
4. Refrigerated ships

3-12. The supply officer afloat must conform to certain restrictions but may obtain emergency items and services not available in the supply system by local purchase on the open market.

1. True
2. False

3-13. On ships without Supply Corps officers, local purchases may be made by the commanding officer under the same circumstances allowed for ships with Supply Corps Officer.

1. True
2. False

3-14. An (AS) TARSLI includes items of resupply required to support which of the following ships'?

1. Destroyers
2. Submarines
3. Cruisers
4. Aircraft carriers

3-15. As set forth by CNO, the FIRL is computed to satisfy (a) what percent of the forecasted demands of the deployed fleet, for (b) what length of time?

1. (a) 85%; (b) 60 days
2. (a) 90%; (b) 90 days
3. (a) 85%; (b) 90 days
4. (a) 80%; (b) 60 days

3-16. The CARGO, NAVSUP P-4998, is tailored for use by afloat requisitioners to procure all types of materials.

1. True
2. False

Learning Objectives: Determine the procurement procedures; identify the terms and the forms used in procurement; and recognize the procedure for preparing a DD Form 1348.

3-17. A request for material or services from another naval activity is known as what type of request?

1. Invoice
2. Demand
3. Consignment
4. Requisition

IN ANSWERING QUESTIONS 3-18 THROUGH 3-21, SELECT THE TYPE OF REQUISITION USED TO PROCURE THE MATERIAL LISTED AS THE QUESTION.

3-18. Controlled equipage not on the ship's allowance list.

1. Standard
2. Non-standard
3. In-excess
4. Not-excess

3-19. Equipage on a ship's allowance list needed to bring the amount on hand or order up to full allowance.

1. Non-excess
2. In-excess
3. Non-standard
4. Standard

3-20. Nonstandard consumable items similar to items available in the supply system.

1. Non-excess
2. In-excess
3. Non-standard
4. Standard

3-21. Non-controlled equipment items

1. Standard
2. Non-standard
3. Non-excess
4. In-excess

3-22. What type of requisition should you use for communications security equipment designated as crypto and handled through crypto channels?

1. DD Form 1419
2. DD Form 1149
3. DD Form 1348
4. DD Form 1155

- 3-23. Industrial plant equipment is requisitioned using what form?
1. DD Form 1419
 2. DD Form 1149
 3. DD form 1348
 4. DD Form 1155
- 3-24. Which of the following forms may you use to requisition material from another naval activity?
1. NAVSUP Form 1155
 2. NAVSUP Form 1250-1
 3. DD Form 1348
 4. Both 2 and 3 above
- 3-25. What form is normally used to procure bulk lube oil from an ashore supply activity?
1. DD Form 1149
 2. DD Form 1348
 3. DD Form 1348-1
 4. DD Form 1348-6
- 3-26. What is the MILSTRIP term used to refer to an inquiry by the requisitioner to determine the action taken on a previously submitted requisition?
1. Tracer
 2. Followup
 3. Duplicate
 4. inquiry
- 3-27. Requisitions containing exception data may be submitted via AUTODIN.
1. True
 2. False
- 3-28. MILSTRIP is designed to permit transmission and receipt of requisitions by which of the following methods?
1. Mail only
 2. Telephone only
 3. Courier and mail only
 4. Mail, telephone, and courier
- 3-29. During periods of restricted communication, narrative message requisitions will be electrically transmitted only if they have what priorities?
1. 01-08
 2. 09-10
 3. 11-12
 4. 13-15
- 3-30. Each requisition included in a message to DAAS is limited to what total number of card columns of data?
1. 66
 2. 67
 3. 68
 4. 69
- 3-31. When prescribed by the supply source, the DD 1149 may be used to requisition which of the following repairs and/or services?
1. Repairs or rentals of laborsaving devices only
 2. Repair of equipage items only
 3. Dry cleaning/renovation services only
 4. Dry cleaning/renovation services, repair of equipage, or laborsaving devices
- 3-32. A letter request submitted for material that is chargeable to the ship's OPTAR will require what form as an obligation document?
1. DD Form 1149
 2. DD Form 1150
 3. DD Form 1348
 4. DD Form 1348-1
- 3-33. Materials stocked in a specific SERVMART are in which of the following sources?
1. Stock list
 2. Stores list
 3. Shopping guide
 4. Load list
- 3-34. The use of which of the following forms is mandatory in all procurement actions from SERVMART?
1. NAVSUP Form 1149
 2. NAVSUP Form 1250-1
 3. NAVSUP Form 131-1
 4. DD Form 1348
- 3-35. Which of the following documents must be prepared to support each category of material that is to be procured from SERVMART?
1. One DD 1348-1 for each item
 2. One SSL, in triplicate
 3. One DD 1348 or NAVSUP 1250-1 (MOV)
 4. Both 2 and 3

- 3-36. The person designated to pick up material at a SERVIMART is responsible for which of the following actions?
1. Annotating the SSL as to quantity of each item received and quantity NIS
 2. Correcting SSL to reflect current prices, stock numbers, and unit of issue
 3. Reconciling differences between the prices listed in the adding machine tape and SSL
 4. All of the above
- 3-37. The DD Form 1348 emergency requirements requisition used to obtain material from ships other than supply ships and tenders should contain all except which of the following entries?
1. Routing identifier
 2. Document identifier
 3. Identification of requisition
 4. Identification of source of supply
- 3-38. Which of the following characteristics could designate an item as controlled equipage?
1. High cost only
 2. Liable to pilferage only
 3. Required for ship's mission and high cost
 4. High cost, liable to pilferage. and required for ship's mission
- 3-39. When controlled equipage is required in excess of allowance for a particular operation. the requisition is submitted for approval to what person/authority?
1. Supply officer
 2. Commanding officer
 3. Type commander
 4. Fleet commander
- 3-40. Letter requests for the procurement of installed ordnance equipment are submitted by which of the following officials?
1. The supply officer
 2. The commanding officer only
 3. The type commander only
 4. The commanding officer and the type commander
- 3-41. MTR items should be expeditiously shipped to the nearest designated repair facility for which of the following reasons?
1. A long lead time for repairs is required
 2. Items must be promptly repaired and placed in supply system stock for reissue
 3. Items must be promptly returned to the manufacturer for replacements (new items)
 4. To avoid tracer actions
- 3-42. Advice code 5G is used when a remain-in-place certification is required for a mandatory turn-in repairable being requisitioned.
1. True
 2. False
- 3-43. FIRM repairable listed in the MRIL should be identified by which of the following entries?
1. MCC "E" in the notes column only
 2. "FIRM ITEM" in the "MCC" column only
 3. MCC "E" in the "MCC" column, and by "FIRM ITEM" in the notes column
 4. "FIRM ITEM" in the "MCC" column and "E" in the notes column
- 3-44. All except which of the following sources are customary sources of supply for fuel oil?
1. Commercial ships
 2. Foreign commercial shore installations under Navy or defense contracts
 3. Shore installations of other services
 4. Other Navy ships
- 3-45. When requisitioning bunker fuel, the supply officer is responsible for all except which of the following responsibilities?
1. Determining the quantity needed
 2. Procuring the fuel
 3. Arranging for timely delivery
 4. Arranging for place of delivery
- 3-46. What is the maximum percentage of the rated bunker capacity that a ship may take according to the NAVSEA safety factor?
1. 94%
 2. 95%
 3. 96%
 4. 97%

- 3-47. Who has the responsibility for determining the quantity of cargo fuel aboard an oiler?
1. Supply officer
 2. Engineer officer
 3. Cargo officer
 4. First lieutenant
- 3-48. Which of the following forms is used in procuring fuel?
1. DD Form 1348-1
 2. DD Form 1348 (6 part)
 3. DD Form 1149
 4. NAVSUP Form 48
- 3-49. What entry is shown in card column 51 of a DD 1348 requisition for an I cog publication?
1. A
 2. B
 3. C
 4. D
- 3-50. When material such as ship's store or subsistence stock is transferred for ship's use, it is chargeable to what ship's account?
1. Allowance
 2. Store profits
 3. OPTAR
 4. Subsistence allowance
- 3-51. When requisitioning I COG publications, which of the following items of information pertaining to the transaction is provided by the Navy Stock List of Form and Publications?
1. Special requisitioning instructions only
 2. Approval requirements only
 3. Requisition restrictions and approval requirements
 4. Restrictions, approval, and special requisitioning instructions
- 3-52. What form should you use to record a transfer of metal polish from ship's store stock to ship's use?
1. DD Form 1348-1
 2. DD Form 1348
 3. DD Form 1150
 4. DD Form 1149
- 3-53. The material outstanding file should be maintained in what order?
1. Julian date
 2. Calendar date
 3. Document number
 4. Alphabetic
- 3-54. The amount and kind of supply status you receive on a requisition is indicated by which of the following codes?
1. Advice
 2. Media and status
 3. Priority designator
 4. Signal
- 3-55. Which of the following document identifiers is used on a DD Form 1348 Followup request?
1. A01
 2. AOE
 3. AC1
 4. AF1
- 3-56. Your ship receives a group of supply status cards. What code indicates those requisitions for which automatic supply status has been requested?
1. AE1
 2. AR1
 3. AC1
 4. AS1
- 3-57. The routing identifier following the document identifier on status cards indicates what kind of information pertaining to the material?
1. Activity holding the requisition
 2. Activity providing the status
 3. Shipment routing of the material
 4. Shipment status of the material
- 3-58. What kind of information does the routing identifier following the advise/status code on status cards give you?
1. Activity holding the requisition after the action is completed
 2. Activity providing the status
 3. Shipment status of the material
 4. Shipment routing of the material

- 3-59. Which of the following items of information should be shown on a shipping status card?
1. Shipping activity only
 2. Date material was shipped only
 3. Mode of shipment and shipping activity
 4. Shipping activity, date, and mode of shipment
- 3-60. You submit a followup requisition on urgently needed material for which the priority delivery date is past and no status has been received. You should enter document identifier "AT" to request the supply activity to take what action?
1. Cancel the prior requisition
 2. Process the followup as a requisition if they have no record of the original requisition
 3. Change the priority delivery date of the original requisition
 4. Modify the previous requisition
- 3-61. You prepare a document requesting a supply activity to discontinue supply action on one of your ship's MILSTRIP requisitions. This is the first step of what procedure?
1. Cancellation
 2. Referral
 3. Backorder
 4. Followup
- 3-62. When you receive a backorder reconciliation request, you check the listing against your records and make a report. This reconciliation allows you to carry out all except which of the following actions?
1. Learn the current status of backordered requisitions
 2. Cancel old requisitions for material no longer needed
 3. Correct supply activity files
 4. Modify amounts ordered on previous requisitions
- 3-63. Which of the following parts of a MILSTRIP requisition can you modify?
1. Priority and fund code
 2. Priority and required delivery date
 3. Required delivery date and fund code
 4. Required delivery date and quantity
- 3-64. Which of the following conditions must exist in order for the supply officer of a naval vessel to purchase supplies or services on the open market?
1. There is a immediate and urgent requirement
 2. The supplies or services are not available at the local supply support activity
 3. Time and scheduled operations will not permit procurement through normal shore-based purchasing activities
 4. Immediate and urgent requirement, services/supplies not available at local supply support center, and time and scheduled operations will not permit procurement through normal channels
- 3-65. Activities afloat may not purchase specified materials including automotive equipment, boats, library books, and printing equipment without specific authority from what source?
1. Cognizant bureau or command
 2. Commanding officer
 3. SOPA
 4. Type commander
- 3-66. Using the purchase order method, what is the maximum value of a purchase that a supply officer afloat may be authorized to make under normal conditions?
1. \$ 250
 2. \$ 500
 3. \$2,500
 4. \$25,000
- 3-67. When a purchase order is negotiated by an ashore activity, an OPTAR obligation document must be prepared. Which of the following forms should be used?
1. DD Form 1348
 2. DD Form 1155
 3. NAVSUP Form 48
 4. STD Form 44

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Learning Objectives: Indicate the various methods of purchase and the forms that should be used: identify the person(s) responsible for the establishment and operation of an imprest fund.

3-68. To purchase materials under emergency conditions, the supply officer may be authorized to purchase material up to what maximum amount?

1. \$30,000
2. \$35,000
3. \$40,000
4. \$50,000

3-69. What type of fund is the imprest fund?

1. Trust
2. Stock
3. Revolving
4. Management

3-70. Before the commanding officer of a ship may authorize an imprest fund, written approval must be obtained from which of the following individuals or organizations?

1. Fleet commander
2. Type commander
3. Comptroller of the Navy
4. Naval Supply Systems Command

3-71. Before the value of an authorized imprest fund may exceed \$ 1,000, approval must be obtained from which of the following authorities?

1. The type commander only
2. NAVSUP only
3. The type commander and NAVSUP
4. The commanding officer

3-72. How often should a review of the imprest fund be made to determine if the fund is still required?

1. Weekly
2. Monthly
3. Quarterly
4. Semi-annually

3-73. Which of the following personnel may be designated as the imprest fund cashier?

1. An SK3 in the supply office
2. A PN in the personnel office
3. An ENS in the operations office
4. A LT in the engineering office

3-74. Money to establish an imprest fund is advanced by what individual?

1. Disbursing officer of the ship
2. Supply officer of the ship
3. Squadron commander
4. Type commander

3-75. Imprest funds may be used for which of the following transactions?

1. Purchase of money orders
2. Cashing checks or money orders
3. Cash payment upon delivery for supplies available immediately
4. Payment of transportation charges to common carriers

ASSIGNMENT 4

Textbook Assignment: "Procurement"—continued, chapter 5, pages 5-25 through 5-32; "Receipt, Custody, and Storage," chapter 6, pages 6-1 through 6-15, "Inventory Management," chapter 7, pages 7-1 through 7-9.

Learning Objectives: Indicate the various methods of purchase and the forms that should be used; identify the person(s) responsible for the establishment and operation of an imprest fund (continued from assignment 3).

- 4-1. Which of the following forms may be used as the request document to make purchases using the imprest fund?
1. NAVSUP Form 1155
 2. NAVSUP Form 1250-1
 3. DD Form 1348
 4. Both 2 and 3 above
- 4-2. What type of receipt is used to advance imprest funds so a person may make a purchase?
1. Preliminary
 2. Final
 3. Interim
 4. Advance
- 4-3. The signature of the vendor is required on the original invoice or Standard Form 1165 if a cash purchase exceeds what maximum amount?
1. \$12
 2. \$13
 3. \$14
 4. \$15
- 4-4. Normally, how often should the imprest fund cashier balance records to ensure that the total amount of the fund is accounted for?
1. Daily
 2. Weekly
 3. Monthly
 4. Quarterly
- 4-5. When are imprest fund cashiers required to account for the funds they have been authorized?
1. At any time
 2. Daily
 3. Weekly
 4. Monthly
- 4-6. You are the imprest fund cashier. If you make disbursements, you must prepare a reimbursement voucher at least how often?
1. Daily
 2. Weekly
 3. Monthly
 4. Quarterly
- 4-7. Which of the following accounting data is a required entry in the "Cost Code" column of the "accounting classification" section of the STD Form 1129?
1. Fund code
 2. Obligation document number
 3. Unit identification code
 4. Standard delivery date
- 4-8. The "paid" copies of each STD Form 1129 must be tilled and retained for what minimum period of time?
1. 1 year
 2. 2 years
 3. 6 months
 4. Until the next quarterly inspection
- 4-9. Indefinite delivery type contracts are usually made for the receipt of which of the following types of supplies and/or services?
1. Rubber stamps only
 2. Laundry and dry cleaning services only
 3. Fuel/lubricating oils only
 4. Rubber stamps, laundry/dry cleaning services, and fuel/lubricating oils
- 4-10. What form is used to obtain supplies and services such as fuel and lubricating oils and laundry service under indefinite delivery contracts?
1. DD Form 1149
 2. DD Form 1155
 3. STD Form 44
 4. STD Form 1129

4-11. A blanket purchase agreement (BPA) is negotiated and prepared by which of the following individuals or organizations?

1. Ship's supply officer
2. Imprest fund cashier
3. Type commander
4. Supporting supply activity ashore

4-12. Under the fast payment purchase procedures, consignee's should notify the purchasing activity of non-receipt of supplies due within how many days after the specified delivery date?

1. 7 days
2. 14 days
3. 30 days
4. 60 days

4-13. A BPA is an arrangement established with a vendor to furnish designated categories of material for an indefinite period of time?

1. True
2. False

4-14. The BPA fast payment procedure is designed to accomplish which of the following improvements?

1. Eliminate the time required for inspection of the material before delivery aboard ship only
2. Eliminate the expense incurred for inspection and acceptance of the material only
3. Permit payment to the supplier when the material is shipped only
4. Permit payment when material is shipped, eliminate inspection and acceptance expense incurred, and time required for inspection before material is shipped

Learning Objective; Specify the procedures that should be followed by the Storekeeper responsible for the receipt, identification, inspection, and disposition of incoming stores.

4-15. Although the procedures used to receive stores, stow materials, and process receipt documents may vary from ship to ship, the procedures used must meet the requirements set forth in which of the following publications?

1. Naval Ships' Technical Manual
2. NAVSUP P-485
3. NAVCOMPT Manual
4. Consolidated Hazardous Item List

4-16. The supply department would NOT be responsible for processing the receipt papers for which of the following items?

1. .45 caliber pistol
2. Spring for a 3"/50 gun
3. Case of .22 caliber practice ammunition
4. Canteen for the landing force

4-17. Which of the following actions should be taken regarding receipts?

1. Date the document upon receipt
2. Circle the quantity accepted
3. Sign the document to indicate receipt
4. All of the above

- | |
|-------------------|
| A. DD Form 250 |
| B. DD Form 1348 |
| C. DD Form 1348-1 |
| D. Dummy Invoice |

Figure-4A.-Documentation

IN ANSWERING QUESTIONS 4-18 THROUGH 4-22, SELECT FROM FIGURE 4A THE DOCUMENTATION USED FOR THE MATERIAL LISTED AS THE QUESTION.

4-18. Material ordered from another ship.

1. A
2. B
3. C
4. D

4-19. Material from supply activities ashore.

1. A
2. B
3. C
4. D

4-20. Material from a contractor ordered by an inventory manager initiated contract.

1. A
2. B
3. C
4. D

- 4-21. Material received without papers.
1. A
 2. B
 3. C
 4. D
- 4-22. Material received "directed delivery" aboard ship.
1. A
 2. B
 3. C
 4. D
- 4-23. Supplies delivered to a ship by the supplying activity or vendor are classified as which of the following types of receipt/delivery?
1. Mail/parcel post
 2. Direct deliveries
 3. Consignments
 4. Freight
- 4-24. When you receive large quantities of stores at one time, you should stack them on the pier or deck until you have completed which of the following actions?
1. Preliminary identification and package counts are made
 2. Paperwork has been signed
 3. Supply officer inspects material
 4. Quality inspection is completed
- 4-25. In which of the following receipt transactions would the preliminary inspection/count procedure NOT normally be conducted?
1. Delivery by a local vendor
 2. Receipts from other supply officers
 3. Underway replenishment
 4. Material received directly from the ship's post office
- 4-26. Deliveries of purchased supplies are considered complete at what point?
1. When the supplies are delivered on the pier
 2. When the supplies are delivered within reach of the ship's cargo boom
 3. When the supplies have been delivered to the place designated and a signed receipt has been given
 4. When the supplies have been turned over to a ship's representative
- 4-27. When you receive stores from another naval activity, what type of inspection, if any, is required?
1. A spot check to determine if the items meet the contract specifications
 2. A through inspection of all items to determine if they meet the contract specifications
 3. An inspection to determine if the items are damaged or broken
 4. None
- 4-28. When used to refer to a person possessing Navy-owned material, the term "custody" implies that the person is responsible for the proper care, stowage, use, and records concerning that material.
1. True
 2. False
- 4-29. The actual physical custody of supplies aboard ship is the responsibility of which of the following persons?
1. Commanding officer
 2. Supply officer only
 3. Appropriate department head only
 4. Supply officer or appropriate department head
- Learning Objectives:* Recognize the factors that should be considered in stowing material; recognize procedures that should be followed in stowing special items such as alcohol, acid, bar and sheet steel, lumber and paints.
- 4-30. Material custodians should always ensure that all items in stowage are legibly marked with which of the following information?
1. Shelf-life code
 2. Noun name
 3. Identification number
 4. Stowage location
- 4-31. The cognizant inventory manager establishes the degree of preservation-packaging and packing deemed necessary to protect the material from deterioration and damage during which of the following material operations?
1. Shipment
 2. Handling
 3. Stowage
 4. Each of the above

4-32. What individual should supervise the relocation of material in stowage?

1. Storeroom Storekeeper
2. Leading storeroom Storekeeper
3. Store's officer
4. Supply officer

4-33. Which of the following types of storerooms is/are normally used to stow case lots of frequently demanded items?

1. Main issue storerooms
2. Bulk storerooms
3. Repair parts storerooms
4. Each of the above

4-34. Which of the following items should be located (stowed) in a readily accessible area to facilitate periodic screening?

1. SIM
2. Shelf-life
3. Hazardous
4. Heavy bulk

4-35. The shipboard flammable liquids storeroom should be located in what part of the ship?

1. Either end of the ship above the full load waterline
2. Either end of the ship, below the full load waterline
3. At the mid-section of the ship above the full load waterline
4. At the mid-section of the ship below the full load waterline

4-36. You are stowing gas cylinders that have been pressurized to 2,200 PSI. If the valve of one of the compressed gas cylinders should be snapped off, what distance (in free flight) would the cylinder travel, if at all?

1. Approximately 2 feet
2. Approximately 2,200 feet
3. Approximately 2,600 feet
4. None

4-37. Acetylene will explode upon contact with which of the following substances?

1. Chlorine only
2. Copper only
3. Mercury and chlorine only
4. Chlorine, copper, and mercury

4-38. Aerosol cylinders will burst if exposed to a heat source in excess of what specific temperature?

1. 100F
2. 120 F
3. 140 F
4. 160 F

4-39. Items that are both radioactive and magnetic are identified in the ML-N by what SMCC?

1. W
2. X
3. Y
4. Z

4-40. What shelf-life code is assigned to items that may not have their shelf life extended?

1. Type I code (numeric)
2. Type I codes (alpha)
3. Type II codes (numeric)
4. Type II codes (alpha)

Learning Objective: Recognize the general security rules that apply to all supply department spaces.

4-41. How often should you take action to keep your assigned storerooms in a clean and orderly condition?

1. Quarterly
2. Monthly
3. Weekly
4. Daily

4-42. Fire fighting equipment, electrical fixtures, and ventilation systems that are located in storage spaces should be checked at least how often?

1. Daily
2. Weekly
3. Monthly
4. Quarterly

4-43. The supply officer or duty supply officer should make a security report of the storerooms at what interval(s)?

1. Twice a day
2. Daily
3. Weekly
4. At irregular intervals

Learning Objective: Identify group spaces of the supply department for the purpose of key administration.

4-44. Key padlocks to supply spaces should be what size?

1. 1 inch
2. 2 inches
3. 1-1/2 inches
4. 2-1/2 inches

4-45. Keys for group I spaces should be handled in what manner at the close of the working day?

1. They should be placed in the general key locker in the supply office
2. They should be turned over to a watch captain
3. They should be retained by the member in charge of each space
4. They should be put in a glass-front key locker

4-46. The duplicate master key for all spaces of group I should be kept by what officer?

1. Supply officer
2. Stores officer
3. Mess officer
4. Ship's store officer

4-47. A clothing space belongs to what space group'?

1. Group I
2. Group II
3. Group III
4. Group IV

4-48. A master key is NOT provided for spaces of what groups?

1. I
2. II
3. III
4. IV

4-49. Security must be maintained for group III spaces in which of the following ways?

1. When entering a group III space, the ship's store officer must be accompanied by two witnesses
2. The recorded lock combination and "setting-in key" must be sealed in an opaque envelope, which is signed across the flap by the custodian and kept in the ship's store officer safe
3. The custodian must not disclose the combination of the lock to anyone
4. Each of the above

4-50. Which of the following personnel keeps a master key (original) to all locks in group IV spaces?

1. Chief Storekeeper or leading Storekeeper
2. Chief master-at-arms
3. Supply officer or a designated assistant
4. OOD or the petty officer of the watch

4-51. The supply officer is required to maintain custody of a grand master key which will pass locks in all EXCEPT which of the following groups?

1. I
2. II
3. III
4. IV

Learning Objective: Specify the preparations that should be made and the procedures that should be followed when conducting inventories.

4-52. As a stock records Storekeeper, you should request a spot inventory under which of the following circumstances?

1. An issue document is checked "NIS" and the stock record shows an on-hand balance
2. A requisition status card indicates a unit of issue change from EA to PG
3. An issue document shows 24 EA remaining and the stock record card balance after posting the issue is 6
4. A particular item is a fast mover

4-53. Preparation for an inventory includes all EXCEPT which of the following actions?

1. Disposing of all opened containers or cartons
2. Repacking loose items in standard packs when possible
3. Posting all receipt and issue documents to stock record cards
4. Restowing stock where necessary to facilitate identification

- | |
|--|
| <ul style="list-style-type: none"> A. Bulkhead to bulkhead B. Specific commodity C. Special material D. Velocity |
|--|

Figure 4B.-Types of inventory

IN ANSWERING QUESTIONS 4-54 THROUGH 4-57, SELECT THE TYPE OF INVENTORY FROM FIGURE 4B THAT IS USED FOR THE ONE DESCRIBED AS THE QUESTION.

4-54. An inventory of all pipe fittings.

- 1. A
- 2. B
- 3. C
- 4. D

4-55. An inventory of all fast movers.

- 1. A
- 2. B
- 3. C
- 4. D

4-56. An inventory of all items in a storeroom.

- 1. A
- 2. B
- 3. C
- 4. D

4-57. An inventory of all storeroom items listed in the HMIS.

- 1. A
- 2. B
- 3. C
- 4. D

4-58. From the statements below, select the one that best describes the purpose of an inventory.

- 1. To dispose of obsolete stock
- 2. To rearrange the stowage plan
- 3. To bring stock and stock records into agreement
- 4. To consolidate all multiple locations

4-59. To record inventories of non-SIM items the storeroom Storekeepers may use all except which of the following documents as inventory count documents?

- 1. EAM cards
- 2. NAVSUP Form 1114
- 3. NAVSUP Form 1075
- 4. Prepared stock listings

4-60. When it becomes necessary to open a sealed container to verify its contents, the container should be left open to make future issues easier.

- 1. True
- 2. False

4-61. Before count documents are matched with stock record cards, they should be reviewed to ensure that all except which of the following checks have been made?

- 1. Entries are legible
- 2. items scheduled for inventory show the present quantity in stock
- 3. Count documents are dated and initialed
- 4. Incorrect prerecorded locations have been deleted

4-62. Promptly upon the completion of the physical inventory, the count documents for stock repair parts being inventoried must be reviewed by which of the following members of the ship's company?

- 1. Inventory personnel
- 2. Supply officer only
- 3. Engineering officer only
- 4. Supply officers and engineering officer

4-63. After the review of the count documents is finished, which of the following actions should be the next step in the inventory process?

- 1. Applicable count documents should be dated and initialed
- 2. The inventory physical count should be completed
- 3. Inventory count documents should be reconciled with the stock records
- 4. Reverify the location of each item

Learning Objectives: Identify the inventory control procedures and reporting requirements for controlled equipment.

- 4-64. Controlled equipment consists of shipboard items selected or approved by which of the following officials?
1. Fleet supply officers
 2. Chief of Naval Material
 3. Fleet commanders in chief
 4. Chief of Naval operations
- 4-65. If the commanding officer does not consider the "CEIL" to be sufficiently inclusive, which of the following actions can be taken?
1. Designate additional equipment as required "controlled equipment"
 2. Designate as additional controlled equipment only those items that will also be designated as "signature required"
 3. Designate as additional controlled equipment only those items that will also be designated as "nonsignature required"
 4. Forward a request to the type commander requesting that additional items be added to the "CEIL"
- 4-66. The Controlled Equipment Custody Record also serves as which of the following other types of records?
1. Expenditure
 2. Maintenance
 3. Inventory control
 4. Consumption
- 4-67. What total number of copies of a Controlled Equipment Custody Record should be prepared when only one department has responsibility for the item indicated?
1. An original only
 2. An original and one copy
 3. An original and two copies
 4. An original and three copies
- 4-68. The original Controlled Equipment Custody Record must be retained by which of the following individuals?
1. Storeroom Storekeeper
 2. Supply officer
 3. Equipment custodian
 4. Commanding officer
- 4-69. Each new balance on a "signature required" controlled equipment custody record must be attested to by the signature of which of the following individuals?
1. Commanding officer only
 2. Supply officer only
 3. Commanding officer and supply officer
 4. Responsible head of the department
- 4-70. An inventory of all controlled equipment is taken annually during what specific time period?
1. 15 February- 15 March
 2. 15 June - 15 July
 3. 15 September - 15 October
 4. 15 December - 15 January
- 4-71. Normally, an inventory of the controlled equipment in the custody of the supply department should be made under which of the following circumstances?
1. The supply officer is being relieved
 2. The stores officer is being relieved
 3. The ship is scheduled for deployment
 4. The ship is undergoing shipyard overhaul
- 4-72. Responsibility for conducting the annual inventory of controlled equipment rests with which of the following individuals?
1. The supply officer
 2. All heads of departments
 3. The controlled equipment Storekeeper
 4. A officer designated by the commanding officer
- 4-73. During inventory, controlled equipment is discovered to be missing. Which of the following actions must the inventory officer take first?
1. Prepare a letter of explanation
 2. Reduce the allowance on the officer's copy of the NAVSUP 306
 3. Conduct a recount and/or investigative research
 4. Procure a replacement item
- 4-74. A type commander's deficiency/excess program provides for management of controlled equipment assets in which of the following ways?
1. Affords ready visibility of deficiencies and excesses only
 2. Matches deficiencies to excesses only
 3. Facilitates redistribution and affords ready visibility of excesses only
 4. Affords ready visibility, matches deficiencies and excess, and facilitates redistribution

ASSIGNMENT

5

Textbook Assignment: "Inventory Management"— continued, chapter 7, pages 7-9 through 7-18; "Material Expenditures," chapter 8, pages 8-1 through 8-14, Appendix I, and "Accounting Classification," chapter 9, pages 9-1 through 9-8; "Afloat Accounting and Reporting," chapter 10, pages 10-1 through 10-2.

Learning Objectives: Define selected item management (SIM) and describe the management procedures required.

5-1. All EXCEPT which of the following actions is a SIM repair part inventory management requirement?

1. Maintaining joint tile of SIM and non-SIM stock records
2. Maintaining close and continuing attention to details
3. Submitting a quarterly stock status review
4. Submitting a semiannual inventory

5-2. Which of the following items of information makes it possible for the supply department to maintain sufficient amounts of material on hand to support the ship during deployments?

1. Stock records
2. Load lists
3. Spot inventories
4. Inventory schedules

5-3. Ships that have completed a SOAP/ILO since July 1974 should maintain what color of stock record cards for "Q" COSAL items?

1. Red
2. Green
3. Buff
4. Blue

5-4. Use of which of the following tiling equipment is recommended for filing SIM stock record cards?

1. Card tile trays
2. Card tile drawers
3. Card tile boxes
4. Each of the above

5-5. When the original stock record card is filled up and a new card must be prepared, any outstanding requisition appearing on the original card must be treated in what way?

1. Canceled and resubmitted
2. Transferred to the new card
3. Completed (material received) before the original card is filed
4. Transferred to a special outstanding requisition log

5-6. When should you post receipts to the stock record cards?

1. On the last day of the month in which the material is received
2. Daily as material is received
3. Daily as requisitions are prepared
4. Weekly as you post issues

5-7. Which of the following data elements on a receipt document should be compared with those on the stock record card?

1. Unit price, COG, and NSN
2. Unit of issue, storage location, and NSN
3. Quantity received with quantity requisitioned and NSN
4. All of the above

5-8. What action, if any, should be taken on the outstanding requisition portion of the stock record card when partial shipment is received?

1. Cross out the requested quantity and enter the remaining quantity due
2. Make out a new stock record card
3. Enter the requisition number and leave the quantity blank
4. Take no action until the receipt is complete

5-9. When there is a change in the unit of issue, it may require a change in which of the following factors?

1. The quantity on hand
2. The high and low limits or allowance
3. The demand quantity
4. All of the above

5-10. When a receipt shortage exceeds \$100 per line item, what action, if any, should you take?

1. Make out a dummy credit invoice for shortage
2. Reject and return the shipment to the originator
3. Report the shortage as a receipt discrepancy
4. No action is required unless shortage involves controlled equipage

5-11. Which of the following receipt shortages should be resolved directly with the supplying activity?

1. Navy owned material received during UNREP only
2. Navy owned material received from a NSC only
3. Navy owned material received from GSA
4. Navy owned material received during UNREP or from an NSC

5-12. After a receipt has been posted to the stock record, the receipt document should be forwarded to which of the following ship's personnel?

1. Requisitioning Storekeeper
2. OPTAR records Storekeeper
3. ACCESS records Storekeeper
4. Records and reports Storekeeper

5-13. The total quantity of material requested has NOT been received, and no suffix code has been entered in column 44 of the receipt document, What does this indicated?

1. Requisition is considered to be completed
2. Requisition is considered to be incomplete
3. Remaining material will be forwarded as required
4. Quantity not received has been back-ordered

5-14. Which of the following actions should be considered an objective of inventory control procedures used afloat?

1. Focus attention on the relatively few items that will satisfy the majority of demands for material
2. Increase physical inventory requirements and allow for individual physical inventory procedures
3. Increase the number of stock record management data changes required to be made by nonautomated ships
4. Each of the above

Learning Objective: Define expenditure and differentiate between the various types of material expenditures.

5-15. All actions that result in a decrease to Navy assets can be described as what types of transaction?

1. Transfer
2. Surveys
3. Issues
4. Expenditures

A. Issue
B. Transfer
C. Survey
D. Loan

Figure 5B.—Expenditure Documents

IN ANSWERING QUESTIONS 5-16 THROUGH 5-19, SELECT FROM FIGURE 5B THE TYPE OF EXPENDITURE INVOLVED IN EACH SITUATION LISTED AS THE QUESTION.

5-16. Movement of material from the custody of one supply officer to the custody of another supply officer

1. A
2. B
3. C
4. D

5-17. Storeroom material is expended for use by the engineering department.

1. A
2. B
3. C
4. D

5-18. A typewriter is dropped and damaged beyond repair.

1. A
2. B
3. C
4. D

5-19. During inventory a "loss by inventory" is recorded for several stock items.

1. A
2. B
3. C
4. D

Learning Objective: Indicate the numbering, recording, and filing requirement for transfer and survey documents.

5-20. All except which of the following elements are included in an expenditure document number?

1. The Julian date
2. A four-digit serial number
3. The ship's UIC
4. The classification code of the expended material

5-21. Expenditures in document serial numbers are assigned in which of the following ways?

1. A single series of numbers is used
2. A separate series of numbers is used for different material categories
3. Either 1 or 2 above
4. The requisition serial number log

5-22. Throughout the fiscal year, all except which of the following documents are numbered consecutively?

1. Surveys of controlled equipage
2. Turn-ins of repairable items
3. Transfers of ordnance material
4. Surveys of food items

5-23. Your supply officer determines that a single series of expenditure document numbers will be used for all transfers and surveys and directs you to set up the Expenditure Record Log for the new fiscal year, What total number of sections must the log contain?

1. One
2. Two
3. Three
4. Four

5-24. Expenditure invoices should be filed in what manner?

1. By expenditure document number
2. By expenditure serial number
3. By completion date of the expenditure
4. By approval date of the expenditure

Learning Objectives: Identify the procedures for processing issue requests; recognize the reason for controlling issues and the method used.

5-25. Normally, you will accept requests from, and issue material to which of the following individuals?

1. Heads of departments only
2. Persons designated by heads of departments
3. Any member of the departments
4. Only persons designated by the supply officer

5-26. Which of the following reasons is valid for controlling issues of material?

1. To reduce the number of material requests
2. To retain more material in the storerooms
3. To restrict the number of stock replenishment requisitions
4. To ensure that only essential material is requested

5-27. The ship's OPTAR is normally distributed to the various departments in what form?

1. Issue authorizations
2. An operating budget
3. A supplementary OPTAR
4. A departmental budget

5-28. All issues of stock material and all DTO material procured by the supply department must be recorded on which of the following forms?

1. NAVSUP Form 1250-1
2. NAVSUP Form 1250-2
3. DD Form 1348 and 1348-1
4. DD Form 1149 and 1150

Learning objective: Recognize the factors involved and the procedures that should be followed when material is transferred to ships and supply activities ashore.

5-29. Which of the following sources provides authority for a supply officer to transfer material?

1. The NAVSUP P-485
2. The supply department or ship's organization manual
3. Supply department instructions
4. OPNAVINST 3120.32 instructions

5-30. In determining the availability of material to be transferred, the supply officer must consider all EXCEPT which of the following factors?

1. Quantity on hand
2. Anticipated usage until replenishment
3. The advice of the using department
4. The unit price of the requested item

5-31. When you are posting the stock record card, how are transfers distinguished from issues?

1. The transferred quantity is circled
2. The document numbers are different
3. Transfers are not posted until the replacement is received
4. Transfers are entered on the reverse of the stock record card

5-32. Invoices covering transfers to other ships supply officers are summarized at the end of the month on what form?

1. Record of Receipts and Expenditure, NAVSUP Form 367
2. Inventory Record, NAVSUP Form 1059-1
3. Summary of Material Receipts/Expenditures, NAVCOMPT Form 176
4. Journal of Expenditures, NAVSUP Form 1978

5-33. Whether a credit will or will not be granted for the turn in of excess material is determined by which of the organizations or individuals?

1. Quality inspector of the material at receiving site
2. FISC receiving the excess material
3. Type commander
4. Inventory manager

5-34. A survey is a procedure that must be initiated in all EXCEPT which of the following circumstances?

1. Storeroom material is lost
2. An incoming shipment is damaged by the carrier
3. Controlled equipage is damaged
4. A piece of Navy-owned equipment is destroyed by carelessness

Learning Objectives: Identify the various types of accounting and appropriations; recognize the titles and symbols of frequently used appropriations.

5-35. For accounting purposes, naval activities are divided into what two categories?

1. Fleet units and landing parties
2. Landing forces and sea support
3. Districts and type commands
4. Shore activities and operating forces

5-36. Who authorizes an appropriation to incur obligations?

1. Congress
2. Secretary of the Navy
3. Secretary of the Treasury
4. President of the United States

5-37. Most appropriations used to finance the normal operating costs of the Navy are for what period of time?

1. A month
2. A quarter
3. Six months
4. A year

5-38. The fiscal year covers what specific period of time?

1. 1 July to 30 June
2. 1 October to 30 September
3. 1 January to 31 December
4. 1 April to 31 March

5-39. What is the last date that obligations may be made against the appropriation 1781804?

1. 30 SEP 1996
2. 30 SEP 1997
3. 30 SEP 1998
4. 30 SEP 1999

5-40. What type of work is supported by a continuing appropriation?

1. Maintenance of buildings
2. Repair of office equipment
3. Preventive maintenance on vehicles
4. Construction of a supply building

- 5-41. Appropriations are placed in what order as to their status?
1. Current, lapsed, expired
 2. Current, expired, lapsed
 3. Lapsed, current, expired
 4. Expired, lapsed, current
- 5-42. At the end of their availability period. the unliquidated obligations of annual and/or multiple-year appropriations are transferred to which of the following government agencies?
1. Treasury
 2. Defense
 3. Navy
 4. Civil Defense
- 5-43. The third digit in the appropriation symbol on an accounting document covering charges and credits to funds provides which of the following items of information?
1. Type of fund
 2. Fiscal year
 3. Particular fund
 4. Department administering the fund
- 5-44. The first two digits of symbol 17X4911 indicate that the appropriation is administered by which of the following agencies?
1. Defense Department
 2. Comptroller of the United States
 3. Bureau of Naval Personnel
 4. Navy Department
- 5-45. The letter "X" in the appropriation symbol 17X1832 provides what specific information?
1. Bureau or office to which the appropriation is assigned
 2. Government department administering the appropriation
 3. No fiscal year limitations
 4. Specific purpose of the appropriation within a bureau or office
- 5-46. The systems command that administers a Navy appropriation is indicated in the accounting code by which of the following sets of digits?
1. The first six digits
 2. First two digits of the appropriation number subhead
 3. Last three digits of the fund symbol
 4. First two digits of the appropriation number
- 5-47. What type of fund is reimbursed in an amount equal to each expenditure?
1. Trust
 2. General
 3. Special
 4. Revolving
- 5-48. What fund is used to procure stocks of common supply items carried in the Navy Stock Account (NSA)?
1. Navy Industrial Fund
 2. Naval Working Fund
 3. Defense Business operations Fund
 4. Navy Management Fund
- 5-49. Within the Navy, control of the Defense Business operations Fund is the responsibility of which of the following individuals?
1. Chief of Naval Material
 2. Chief of Naval Operations
 3. Commander, Naval Supply Systems Command
 4. Secretary of the Navy
- 5-50. All except which of the following transactions would cause a charge against the Defense Business Operations Fund?
1. NSA losses by accounting, survey, or sale not properly charged to an appropriation
 2. Payment of claims approved by the General Accounting Office (GAO)
 3. Donations of surplus NSA material for public health and educational purposes
 4. Cash sales from the NSA to foreign governments
- 5-51. Which of the following symbols represents the Defense Business Operations Fund?
1. 17X4912
 2. 17X4888
 3. 17X4911
 4. 1711804
- 5-52. What is the inventory account title for material purchased by the Defense Business Operations Fund and held until needed by a Navy customer?
1. Navy Stores Account
 2. Navy Stock Account
 3. Appropriation Purchase Account
 4. Stores Inventory Account

- 5-53. Which of the following funds is a revolving fund used to finance commercial-type activities, such as a naval shipyard?
1. Naval Working Fund
 2. Navy Industrial Fund
 3. Navy Management Fund
 4. Navy Capital Fund
- 5-54. The Navy is involved in improving a runway of a British airfield. The cost of labor and material will probably be initially charged to which of the following funds?
1. Defense Business Operations
 2. Navy Industrial
 3. Naval Working
 4. Navy Management
- 5-55. A special short-time program financed by several bureau appropriations should be financed by which of the following funds?
1. Naval Working Fund
 2. Navy Management Fund
 3. Navy Stock Fund
 4. Special Project Fund
- 5-56. What funds are credited for money spent by Navy members procuring items from the ship's store of a naval vessel?
1. General Fund of the Treasury and Navy Management Fund
 2. Defense Business Operations Fund and Ship's Store Profits, Navy
 3. Ship's Store Profits Fund and Naval Working Fund
 4. Navy Management Fund and Navy Capital Fund
- 5-57. The Navy Ship's Store Profits Fund is what type of fund?
1. Trust
 2. Deposit
 3. Revolving
 4. Management
- 5-58. The purpose(s) of the accounting classification system include(s) which of the following goals?
1. To classify expenditures as to their type or purpose
 2. To designate activities responsible for maintaining official records of expenditures
 3. Both 1 and 2 above
 4. To establish public records of the receipt and expenditure of funds
- 5-59. Object class codes are used in what type of transactions?
1. All OPTAR transactions
 2. All transactions that do not affect the international balance of payments
 3. Only OPTAR transactions which affect the international balance of payments
 4. Only transactions other than OPTAR transactions
- 5-60. What previously assigned code is always used as the operating budget number?
1. Unit identification code
 2. Budget suffix code
 3. Operating budget grant code
 4. Service designator code
- 5-61. In connection with operating force OPTAR accounting, the authorized accounting activity is the unit identification code of the appropriate DFAS.
1. True
 2. False
- 5-62. Unit identification numbers are assigned by which of the following individuals?
1. Secretary of Defense
 2. Secretary of the Navy
 3. Comptroller of the Navy
 4. Director of the Budget
- 5-63. Responsibility for assigning an accurate unit identification code on requisitions rests with which of the following organizations?
1. Navy Finance Center
 2. Naval Supply Center
 3. Preparing activity
 4. Shipping activity
- 5-64. Appropriated funds are made available at the operating level in what form(s)?
1. Appropriations or warrants
 2. Apportionments or allotments
 3. Operating budgets
 4. Allotments or suballotments

5-65. Which of the following operating budget numbers will be shown on an invoice for fuel transferred from a fleet oiler to a destroyer in the Pacific?

1. 00004
2. 57070F
3. 00070F
4. 00070

5-66. CINCPACFLT's operating budgets for ship repair and for fuel are identified by budget suffix codes R and F.

1. True
2. False

5-67. In which of the following OPTAR transactions should an object class code be indicated on each document?

1. When material is transferred between type commands
2. When the transaction affected the international balance of payments
3. When an issue for end use is made
4. When material is transferred within the same type of command

5-68. CINCPACFLT receives two operating budgets. Which of the following codes is used to identify each budget?

1. A budget suffix code assigned by the CNO
2. A budget suffix code assigned by CINCPACFLT
3. Either 1 or 2 above
4. A budget suffix code assigned by COMNAVSURFPAC

5-69. The cost code shown on a requisition consists of which of the following elements?

1. Two zeros, unit identification code, and appropriation
2. Two zeros, Julian date, unit identification code, and fund code
3. Two zeros, fund code, and appropriator
4. Two zeros, Julian date, serial number, and fund code

Learning Objectives: Specify the actions to be taken by the accounting Storekeeper in maintaining OPTAR records and files; recognize the effects of those actions.

5-71. Operating target funds are assigned to ships and commands by which of the following organizations or individuals?

1. NAVSUP
2. NAVSEA
3. Fleet commanders
4. The commanders

5-72. Who is responsible on each ship for the proper use of OPTAR funds?

1. Commanding officer
2. Supply officer
3. Disbursing officer
4. Accounting Storekeeper

5-73. Accounting for operating budgets granted for the operation and maintenance of ships is performed by which of the following organizations?

1. Naval supply centers
2. Defense Finance and Accounting System
3. Navy disbursing officers
4. Each ship receiving a grant

5-74. Operating budget accounting records maintained by the fleet accounting officer are based on which of the following data?

1. Obligation data received from ships
2. Expenditure documents received from supply activities
3. Expenditure documents received from the disbursing officer
4. All of the above

5-75. What code used in the issue and requisitioning of material is the primary source of accounting data?

1. Work center code
2. Fund code
3. Unit identification code
4. Equipment identification code

5-70. In what form do fleet commanders make supplies and equipage funds available to type commanders?

1. Appropriations
2. Allotments
3. Operating budgets
4. Operating targets

ASSIGNMENT 6

Textbook Assignment: "Afloat Accounting and Reporting"- continued, chapter 10, pages 10-2 through 10-39 and "Automated Supply," chapter 11, pages 11-1 through 11-7.

Learning Objectives: Specify the actions to be taken by the accounting Storekeeper in maintaining OPTAR records and files; recognize the effects of those actions (continued from assignment 5).

6-1. What record is maintained by each ship to record the value of request documents that are chargeable against the type commander's operating budget?

1. OPTAR Document Transmittal Report, NAVCOMPT Form 2156
2. BUDGET/OPTAR Report, NAVCOMPT Form 2157
3. Requisition/OPTAR Log, NAVCOMPT Form 2155
4. Single-Line Item Consumption/Management Document, NAVSUP Form 1250-1

6-2. Maintenance of the Requisition/OPTAR Log for FY 1996 is discontinued after what specific date?

1. 30 JUN 1996
2. 31 MAR 1997
3. 30 JUN 1998
4. 31 DEC 1999

6-3. What form is prepared as the unfilled order document for all transactions that result in a charge to the OPTAR?

1. NAVSUP Form 44
2. STD Form 44
3. DD Form 1348
4. NAVCOMPT Form 2155

6-4. At what point do unfilled orders become filled orders?

1. When the material is issued by the supply activity
2. When the material is received aboard ship
3. When receipt documents are matched with the material outstanding file
4. When matched with expenditure documents by the Defense Accounting Office

Learning Objectives: Specify the actions to be taken by the accounting Storekeeper in maintaining OPTAR records and files; recognize the effects of these actions.

6-5. How many line entries must be made when you are posting a SERVMART pickup to the Requisition/OPTAR Log?

1. One entry for each fund code charged
2. One entry for each item obtained
3. One entry for DTO and one for stock replenishment
4. One entry for each department requesting material

6-6. Where on the Budget/OPTAR Report do you enter the net total obligations for the month?

1. Part I
2. Part II, Caption A
3. Part II, Caption D
4. Part III

6-7. If your type commander directs that certain additional information be included in the current fiscal year's Budget/OPTAR Report message, where should this information appear on the report?

1. Subparagraph F of paragraph 1
2. Subparagraph F of paragraph 2
3. Subparagraph G of paragraph 1
4. Subparagraph G of paragraph 2

6-8. The Budget/OPTAR Report message reports on the prior year's OPTAR during what months?

1. March through August
2. July through December
3. October through December
4. October through March

6-9. When the first prior year's OPTAR is reported upon, what data will be included?

1. Obligation, transmittal, grants FYTD, and SFOEDL processed data
2. Obligation, transmittal only
3. Obligation, transmittal, and grants FYTD only
4. Obligation, transmittal, and SFOEDL processed only

Learning Objectives: Identify the various Defense Accounting Office listings, and recognize the actions required to process them.

IN ANSWERING QUESTIONS 6-13 THROUGH 6-16.
SELECT FROM FIGURE 7A THE ABBREVIATION THAT SHOULD BE USED FOR THE DEFINITION LISTED AS THE QUESTION.

6-10. Upon receipt of a Summary Filled Order/Expenditure Difference Listing(SFOEDL), the OPTAR recordskeeper should first posts which of the following entries?

1. Adjusted net difference totals shown at the end of the listing to the OPTAR Log
2. Unadjusted net difference totals shown at the end of the listing
3. Adjusted "CR" net differences totals shown at the end of the listing to the OPTAR Log only
4. Unadjusted "CR" net difference totals shown at the end of the listing to the OPTAR Log only

6-11. Amounts annotated "CR" in the difference column of the SFOEDL are used for which of the following purposes?

1. To reduce the OPTAR balance
2. To increase the OPTAR balance
3. To cancel out a previous OPTAR
4. To indicate that the item has changed from APA to NSA material

6-12. If the shipboard investigation proves that an entry in OPTAR recordskeeper annotates the listing in the manner described by which of the following publications?

1. NAVSO P-3070
2. NAVSO P-3073
3. NAVSUP P-485
4. NAVSO P-3013

A. PART ORD ESTAB

B. AD CANC

C. NO UNF ORDER

D. UNMATCH EXP

NOTE: These abbreviations appear in the "remarks" column of the SFOEDL.

6-13. An expenditure being charged to your OPTAR during the DAO's second attempt to fund a corresponding unfilled order.

1. A
2. B
3. C
4. D

6-14. A difference that results from a credit expenditure document.

1. A
2. B
3. C
4. D

6-15. A difference that results from DAO administrative cancellation.

1. A
2. B
3. C
4. D

6-16. A difference that coincides with the establishment of a partial order.

1. A
2. B
3. C
4. D

6-17. The information furnished in the SFOEDL provides your ship an opportunity to examine transactions in light of information held aboard ship but not held by which of the following activities or individuals?

1. Supply officer
2. Defense accounting office
3. Fleet commander
4. Type commander

6-18. What publication(s) list(s) the codes to be used in annotating itemized transactions on the SFOEDL?

1. NAVSUP P-485
2. NAVSO P-3013 only
3. NAVSO P-3073 only
4. NAVSO P-3013 and P-3073

Figure 7A.-Abbreviations

- 6-19. To complete a "Code A" annotation in the "remarks" column of the SFOEDL, the OPTAR recordskeeper should make which of the following entries?
1. UIC of the supplying activity, quantity received, and the total receipt price only
 2. UIC of the supplying activity, quantity received, total receipt price, and Julian date of onboard receipt
 3. UIC of your ship, quantity received, total receipt price only
 4. UIC of your ship, quantity received, total receipt price, and Julian date of onboard receipt
- 6-20. The posting of the difference totals to the OPTAR Log and the processing of the transactions on the SFOEDL must be completed within at least how many days after receipt?
1. 5 days
 2. 10 days
 3. 15 days
 4. 20 days
- 6-21. The unmatched expenditures that have a value less than "threshold" are itemized on what kind of listing?
1. Unmatched Expenditure Listing
 2. Unmatched Expenditure less than Threshold Listing
 3. SFOEDL
 4. Addendum to the SFOEDL
- 6-22. The Aged Untitled Order Listing(AUOL) is sent to your ship by the DAO how Often?
1. Monthly
 2. Quarterly
 3. Semiannually
 4. Annually
- 6-23. As the OPTAR recordskeeper, what should be your first step in processing an AUOL?
1. Determine the completion status of the requisition related to the filled orders
 2. Compute the date of the thirtieth (30) day preceding the listing's "Processed" date
 3. Compute the date of the sixtieth (60) day after the listing's "Processed" date
 4. Determine the completion status on the requisition related to the unfilled orders

- 6-24. After computing the date of the sixtieth (60) day preceding the AUOL "processed" date and checking the "Date MAT'L RECD" column of the corresponding OPTAR Log entries, the OPTAR recordskeeper should divide the unfilled orders into how many categories?
1. One
 2. Two
 3. Three
 4. Four
- 6-25. On what list should the OPTAR recordskeeper record an "AD CANC" that is listed on the AUOL?
1. Confirmed Cancellations List
 2. Unmatched Expenditure List
 3. SFOEDL
 4. SAUOL
- 6-26. Within how many days after being received on board should the AUOL be processed?
1. 10 days
 2. 20 days
 3. 30 days
 4. 60 days

Learning Objective: Specify the use of various summaries covering material transfers, reporting procedures, and the effect of material transfers on OPTAR balance.

- 6-27. If you transfer material to another ship on 12 OCT, when should the summary be submitted?
1. By 5 NOV
 2. By 12 NOV
 3. On 31 DEC
 4. On 20 OCT
- 6-28. Each summary must be submitted with a copy of the invoice, DD Form 1348, DD Form 1348-1, DD Form 1149 or which of the following other items?
1. Detailed handwritten listing
 2. Detailed automated listing
 3. Grouped and taped by operating budget
 4. Grouped and taped by UIC and fund code relating to the expense account

6-29. A transfer of 1H Cog material from a Pacific Fleet ship to an Atlantic Fleet ship is reported on which of the following summaries!

1. A
2. B
3. C
4. D

6-30. Which summary is used to report a transfer of 9N COG material between ships under the same type commander?

1. A
2. B
3. C
4. D

6-31. Which summary is used to report transfers of chargeable aviation material to ship's use?

1. A
2. B
3. C
4. D

6-32. Aviation material and cost transfer summaries are designated as what type of summaries?

1. A and B
2. B and C
3. C and D
4. D and E

USE THE FOLLOWING INFORMATION WHEN ANSWERING QUESTIONS 6-33 THROUGH 6-26. DURING DEPLOYMENT, USS BROOKE FFG-43 UIC R04559 TRANSFERS 1H COG REPAIR PARTS TO USS SEMMES CG-52 UIC V05228.

6-33. Which ship is responsible for preparing the summary

1. USS BROOKE FFG-43
2. USS SEMMES CG-52

6-34. Which summary is used to report the transfer?

1. A
2. B
3. C
4. D

6-35. What effect, if any, will this transfer have on USS BROOKE's OPTAR balance?

1. Automatic increase
2. Automatic decrease
3. Increase when authorized by the TYCOM only
4. None

6-36. Under which of the following circumstances will there be an OPTAR adjustment for material transfers between ships under the same TYCOM?

1. When authorized by the transferring ship's commanding officer
2. When authorized by your type commander
3. When the value of the transfer exceeds \$1,000
4. When the value of the transfer exceeds \$2,500

Learning Objective; Recognize the terms used in data processing: specify the use of the punched card and 3-of-9 Bar Code in automated supply procedures.

6-37. An electronic accounting machine is a piece of equipment that has the capability to read input from which of the following items?

1. Punched cards
2. Magnetic tapes
3. A typewriter keyboard
4. A magnetic drum

6-38. An electronic data processing system is capable of all but which of the following operations?

1. Performing computations at fantastic speeds
2. Storing data for future use
3. Processing raw material into punched cards
4. Producing output in the form of listings

6-39. The step-by step instructions written for EAM operations are known by what term?

1. Programs
2. Procedures
3. Processes
4. Projections

6-40. An ADP program is coded instructions to which of the following people/items?

1. The operator only
2. All repair personnel only
3. The computer and repair personnel only
4. The operator and computer

6-41. What total number of columns are there on a standard punch card?

1. 50
2. 80
3. 100
4. 160

6-42. The top right-hand or left-hand corners are cut on a punched card for which of the following reasons?

1. To provide a visual means of identifying a type of card
2. To ensure that all cards are facing in the same direction
3. To ensure that every card is right side up
4. All of the above

6-43. Which of the following forms can be used to reproduce other cards for accounting, stock receipt, and requisition status file?

1. DD Form 1075
2. DD Form 1114
3. DD Form 1348
4. DD Form 1348-1

6-44. What total number of different characters can be represented by the "3-of-9" Bar Code?

1. 43
2. 44
3. 45
4. 46

6-45. Which of the following devices provide the most accurate computer-usable data?

1. Punched cards
2. Magnetic tapes
3. Scanners
4. Manual keys

6-46. Bar codes can be scanned to provide key data for which of the following applications?

1. Location survey only
2. Physical inventory only
3. Material receiving and location survey
4. Location survey, physical inventory, and material receiving

Learning Objective: Indicate the common types of data processing machines used in automated supply procedures and their use.

6-47. An ADP installation that is capable of accepting data and installations, executing instructions, and displaying results is usually known by what term?

1. System
2. Program
3. Procedure
4. Routine

6-48. The Shipboard Uniform Automatic Data Processing System (SUADPS) is presently in use or in process of installation aboard which of the following types of ships?

1. Carriers, repair ships, and destroyers
2. Tenders, repair ships, and submarines
3. Repair ships, tenders, and destroyers
4. Carriers, tenders, and AFS type ships

6-49. Input into the SUADPS is accomplished via which of the following media?

1. Punched cards only
2. Magnetic tapes only
3. Punched cards and magnetic tapes
4. Perforated tape

6-50. Besides the primary U-1500 computer components, there are other equipments necessary for the system to operate. What term is used when referring to this additional equipment?

1. Equipage
2. Subsystem
3. support
4. Auxiliary

Learning Objective: Select the correct procedures and methods used in inventory control, stock record update, and the financial records and reports required under automated supply procedures for stock-funded ships.

6-51. What record contains all pertinent data required for the effective management of an item?

1. Master Record File (MRF)
2. Cross-Reference File (CRT)
3. Requisition History File (RHF)
4. Financial Master File (FMF)

6-52. Which of the following files contains a record of all actions pertaining to each requisition from the date of establishment until completion?

1. Master Stock Record (MSR)
2. Outstanding Requisition File (ORF)
3. Cross-Reference File (CRT)
4. Requisition Record File (RON File)

6-53. What file contains frequency of demand and demand data for individual stock items?

1. Requisition History File (RHF)
2. Master Record File (MRF)
3. Year to Date Expenditure File (EXP)
4. Cross-Reference File (CRT)

6-54. Maintenance-related data collected for input into the 3-M Systems is contained in what file?

1. Maintenance-related transaction file
2. Maintenance data collection file
3. Maintenance system file
4. Transaction tape file

6-55. The data in the Master Record File (MRF) is kept current in which of the following ways?

1. The application of transaction during update processing
2. The application of change notice actions
3. Both 1 and 2 above
4. The application of additional information from the requisition record file

Learning Objective: Select the procedures and methods used in inventory control, stock record update, and the financial records and reports required under automated supply procedures for stock-funded ships.

6-56. The computer program allows a maximum of how many subrecords for each requisition?

1. 31
2. 32
3. 33
4. 34

6-57. The numbers file contains which of the following kinds of records?

1. New NSN to old NSN and vice versa
2. NSN to description and vice versa
3. Part number to description and vice versa
4. All of the above

6-58. What code(s) is/are used to make an inquiry into the NBR file?

1. (DI X90) NBR file inquiry only
2. (DI X82) NBR file inquiry only
3. Either (DI X90) or (DI X82) NBR file inquires
4. (X90) NBR file inquiry

6-59. The Maintenance-Related Transaction (MRT) in the MDC system is the same as the Transaction Tape (TRN) in the supply system.

1. True
2. False

6-60. What are some of the sources used for input into the MDC file?

1. Inputs via the TDA91 tape and maintenance-related documents
2. Input via DI X91 and maintenance-related documents
3. Supply data extracted from the transaction tape and maintenance-related documents
4. Maintenance-related issues, receipt, turn-ins, DTO requisitions, and cancellation status

6-61. Change notice actions that apply to the MRF also apply to the RQN file and become subrecords where applicable.

1. True
2. False

6-62. How often are stock number changes recorded in the numbers file?

1. At the time cross-reference data is updated
2. Whenever a change notice is processed
3. Monthly
4. Quarterly

6-63. How often are financial reports produced from the computer?

1. Weekly
2. Monthly
3. Quarterly
4. As required

6-64. Control over transactions that have NOT been completed is provided by what type of files?

1. Master record files
2. Requisition record files
3. Manual files
4. Numbers file

- 6-65. What transactions are included in the stock control history file?
1. All locally keypunched cards plus any system-generated cards
 2. All documents that are to be sent to data processing for keypunching
 3. All documents that have been used as a basis for keypunching cards to update files
 4. All computer-generated or manually keypunched documents
- 6-66. The update file is maintained by which of the following individuals or organizational elements?
1. Stock control division
 2. System coordinator
 3. Supply support center
 4. Receipt control division
- 6-67. The maintenance of the data processing history tile is based upon which of the following documents or media?
1. Keypunched documents only
 2. Magnetic tape only
 3. Either magnetic tape or keypunched documents
 4. EAM/ADP listings
- 6-68. The requests for data processing service files are maintained by which of the following individuals or divisions?
1. Stock control
 2. Receipt control
 3. supply support
 4. System coordinator
- 6-69. What is/are the purpose(s) for retaining copies of SERVIMART and bearer pickup requisitions in the bearer suspense file?
1. To enable the stock control division to monitor the return of receipt document
 2. To enable the system coordinator to monitor the return of receipt documents
 3. To enable the stock control division to monitor the local use of SERVIMART and bearer pickup requisitions
 4. All of the above
- 6-70. If no differences exist between a receipt document and a receipt takeup card, the receipt takeup card is placed in what file?
1. Stock control history file
 2. Receipt takeup card file
 3. Service file
 4. Update file
- 6-71. Mandatory turn-in repairable control cards are required to accomplish which of the following goals?
1. Ensure the turn in of repairable items
 2. Maintain separate cost accounting on MTR items
 3. Expedite followup procedures with ashore supply activities
 4. To maintain a track record for maintenance action completed on MTR's
- 6-72. Who is responsible for monitoring MTR items and preparing documents to turn in to ashore supply activities?
- 1 Stock control division
 2. Receipt control division
 3. Supply support center
 4. System coordinator
- 6-73. A complete history of transactions affecting stock or financial records is provided by what files?
1. Master record files
 2. Requisition record files
 3. Manual files
 4. Output files
- 6-74. What listing/ledger provides an audit trail for reconstructing actions that have taken place in the past?
1. Master locator listing
 2. Suspended transaction listing
 3. Information listing
 4. Transaction ledger
- 6-75. Transactions appearing on the transaction error listing must be corrected for re-input into the computer for which of the following reasons?
1. Transactions appearing on the listing are not recorded in the transaction ledger
 2. The computer does not maintain a record of these transactions
 3. Both 1 and 2 above
 4. The transaction error listing is an important part of the ship's audit trail

ASSIGNMENT 7

Textbook Assignment: "Automated Supply"--continued, chapter 11, pages 11-7 through 11-9: "Maintenance and Material Management System," chapter 12, pages 12-1 through 12-5: "Materials-Handling Equipment," chapter 13, pages 13-1 through 13-11.

Learning Objective: Select the procedures and methods used in inventory control, stock record update, and the financial records and reports required under automated supply procedures for stock-funded ships (continued from assignment 6).

7-1. What type of transactions appear in the suspended transactions listing?

1. Transaction that have appeared on the transaction error listing in excess of 15 updates
2. Transactions that do not have invalid fields or data elements
3. Transaction that do have invalid fields or data elements
4. Transactions that have been deleted from the transaction error listing

7-2. The information listing is used as a management aid by the supply officer.

1. True
2. False

7-3. From what listing or report of unprocessed transactions could the supply officer determine errors being made and the possible causes?

1. Information listing
2. Transaction error listing
3. Suspended transactions listing
4. Transaction error message key number summary report

7-3. Data for the MSSLL is obtained from what file(s)?

1. Output Files
2. Requisition Record File
3. Master Record File
4. Data Processing History File

7-5. When the DD Form 1348m is used for internal issues, additional data element titles are required. What blocks on the DD Form 1348 are used for this additional data?

1. Q, R, S, T, U, and V
2. P, Q, R, S, T, and U
3. M, N, O, P, R, and T
4. L, M, N, P, R, and U

7-6. What kind of document would be identified by document number V04644-0208-1999?

1. A SERVMART request only
2. An issue to a department
3. A requisition for storeroom stock
4. A requisition for DTO material

7-7. In computer system operations, updating is done on an exception basis in that any transaction or record that contains an error is rejected from processing and is output to a printed error listing.

1. True
2. False

7-8. What is the purpose of the document identifier?

1. It identifies a particular type of requisition
2. It identifies a particular type of material
3. It identifies a particular department aboard ship
4. It identifies a particular type of transaction

7-9. When you are making issues on board a ship with ADP, the DD Form 1348 is used in place of what form(s)?

1. NAVSUP Forms 1250-1
2. DD Form 1149
3. NAVSUP Form 48
4. DD Form 1348-1

7-10. Serial number 2030 on a stock replenishment requisition indicates that the material is marked for which of the following locations?

1. Medical department stock
2. Storeroom stock
3. Ship's store stock
4. A shipboard department

7-11. A caption code is used on an input document to classify it under which of the following terms?

1. Receipts
2. Actions that do not affect stock balances
3. Financial report captions
4. Expenditures

7-12. Which of the following actions is the final step in updating stock records in the EDP system?

1. Applying the transaction to the master tape
2. Filing the transaction cards in the monthly reports
3. Applying the original stock balance card to the transaction tape
4. Applying the NAVSUP Form 1114 information to the master tape

7-13. Which of the following ADPE assists in providing the mechanical means to operate the SNAP II system?

1. AN/UYK-62(V) (H-300) computer only
2. Communications subsystem only
3. Both 1 and 2
4. System management subsystem

7-14. Which of the following software/files is a SNAP II subsystem?

1. SMS only
2. MDS only
3. SMS and MDS only
4. SMS, MDS and SFM

7-15. Which of the following people can be considered operators of SNAP II remote terminals?

1. Ships administrative personnel only
2. Graduates from a class "C" school only
3. An SKSN
4. Customers of the system

7-16. Which of the following types of ships is stock funded?

1. Carrier
2. Destroyer tender
3. Minesweeper
4. Cruiser

7-17. On a stock-funded ship, stock replenishment requirements are not charged to the OPTAR but are accounted for by which of the following methods?

1. Issues between supply officers within the Navy Stock Account
2. Transfers between supply officers within the Navy Stock Account
3. Charges to the departmental budgets
4. Charges to the TYCOM allotments

7-18. The departmental Budget/OPTAR Report is prepared using information from what specific source'?

1. Master Stock Record
2. Financial Master File
3. Master Accounting and Validation File
4. Transaction History File

Learning Objective: State the use and documentation necessary for the proper functioning of the Maintenance and Material Management System (3-M).

7-19. The Navy Maintenance and Material Management System (3-M) was developed to increase the Navy's effectiveness in what areas?

1. Recording, reporting, and evaluating the maintenance requirements of the fleet
2. Determining where maintenance hours and materials were being used
3. Determining maintenance being performed on specific equipments and evaluating equipment's performance
4. Recording equipment failure and maintenance hours extended on certain ships

7-20. The 3-M System endeavors to develop more of what type of maintenance actions?

1. Preventive maintenance
2. Corrective maintenance
3. Planned maintenance
4. Deterrent maintenance

- 7-21. The 3-M Systems provides a means to continuously report what type of maintenance data?
1. Equipment downtime only
 2. Repair parts used per equipment only
 3. Maintenance personnel requirements and equipment downtime only
 4. Maintenance personnel requirements, repair parts used, and equipment downtime
- 7-22. Which of the following components make up the Maintenance Data System?
1. AMS only
 2. IMMS only
 3. AMS and IMMS
 4. IEM
- 7-23. The Planned Maintenance System (PMS) was developed for what purpose?
1. To determine the frequency of maintenance
 2. To determine all maintenance actions for each equipment
 3. To determine maintenance actions performed on each ship while in port
 4. To determine maintenance actions performed on each ship while underway
- 7-24. Which of the following forms provides a means of documenting maintenance actions taken?
1. DD Form 1348
 2. OPNAV Form 4790/2K
 3. OPNAV Form 4790/2L
 4. OPNAV Form 5010
- 7-25. Information required for the sorting and classifying maintenance data can be found on which side of the following documents?
1. OPNAV Form 4790/2K only
 2. Issue documents only
 3. OPNAV Form 4790/2K and Issue documents
 4. Stock record cards
- 7-26. All request documents for repair parts used in maintenance actions must contain which of the following data elements?
1. All data elements necessary for MDS processing only
 2. All data elements necessary for recording repair parts issued only
 3. All data elements necessary to estimate funding
 4. All data elements necessary for reporting consumption to higher authority
- 7-27. The supply department is responsible for which of the following functions of the 3-M Systems?
1. Issuing material required for maintenance actions only
 2. Ensuring that the 3-M data issue documents are correct only
 3. Ensuring 3-M data on issue documents are correct and issuing material required for maintenance action
 4. Ensuring the proper function of the 3-M System
- 7-28. At what point will a well-run supply department ensure that the 3-M data on a material request is complete and accurately prepared?
1. Upon receipt of material requests by the SSC
 2. Before submitting 3-M reports
 3. When material for stock must be reordered
 4. Before forwarding material requests to SSC
- 7-29. What 3-M data code on a material request document identifies the type of equipment and its use aboard ship?
1. APL
 2. EIC
 3. JCN
 4. JSN
- 7-30. What 3-M data code(s) identify(ies) a specific item of equipment?
1. APL only
 2. AEL only
 3. APL and AEL
 4. EIC
- 7-31. Which code(s) on a material request will furnish the complete identification required for a particular equipment?
1. APL/AEL only
 2. EIC only
 3. EIC and APL/AEL
 4. JSN and EIC
- 7-32. On MDS forms submitted to your TYCOM, positive ship identification is provided by what 3-M data code(s)?
1. UIC
 2. EIC
 3. CID
 4. JSN and EIC

7-33. In which of the following ways should the MDS data received from your ship be used?

1. To obtain the total maintenance cost and man-hours expended
2. To obtain the total maintenance cost for each system, subsystem, or component
3. To obtain information required to accurately predict future usage
4. All of the above

7-34. What information do the source codes on MDS documents submitted to your TYCOM provide?

1. Support activity efficiency data
2. Supply storeroom support efficiency data
3. ICPs support efficiency data
4. TYCOM support efficiency data

Learning Objective: Identify the Storekeeper's tasks in relation to the Afloat Consumption and Cost Effectiveness Surveillance System (ACCESS) program both in the supply office and the storeroom.

7-35. The task(s) of the Afloat Consumption and Cost Effectiveness Surveillance System (ACCESS) program consists of which of the following procedures?

1. Collecting and processing usage data and preparing reports only
2. Reviewing and evaluating the effectiveness of the supply support only
3. Recording the effectiveness of the ship
4. Making more efficient use of ship's OPTAR

7-36. The Selected Item Management (SIM) Item Identification Listing provides which of the following data?

1. A listing of load list material issued from storeroom stock
2. SIM consumption data and machine calculated stocking limits
3. SIM consumption data and firm stocking limits
4. SIM consumption data only

7-37. What publication gives the criteria for determining the type and quantity of material that can be designated as preexpended bin material?

1. NAVSUP P-475
2. NAVSUP P-485
3. NAVSUP P-486
4. NAVSUP P-518

7-38. When should an issue document be prepared for preexpended bin material?

1. Each time material issued is used
2. When material is obtained from the supply department
3. After each preexpended bin material inventory
4. Before reordering material for stock

7-39. Designating qualifying material in stock as preexpended bin material accomplishes which of the following goals?

1. Permits more realistic reporting only
2. Reduces volume of issue documents only
3. Reduces volume of issue documents permits more realistic reporting
4. Simplifies stock replenishing procedures

7-40. The stock records Storekeeper sends the green copies of issue documents to the maintenance office for 'what reason?

1. For verification of MDS data and filing
2. For verification of MDS data prior to forwarding to the TYCOM
3. For review and return to the supply office for filing
4. For review and forwarding to the engineering department log room for tiling

Learning Objectives: Identify the various types of materials-handling equipment; specify the uses of each

7-41. Which of the following pieces of materials-handling equipment is equipped with telescopic masts that permit loads to be lifted beyond the height of the collapsed mast?

1. Warehouse tractor
2. Hydraulic lift handtruck
3. Forklift truck
4. Pallet truck

7-42. Forklift trucks are generally used at which of the following locations?

1. Aboard ship, on barges, on piers, and in warehouses
2. In freight terminals and on the ground to hoist heavy containers
3. In yards with or without hard surfaces
4. All of the above

- 7-43. Forklift trucks are generally used to handle what type of loads?
1. Pelletized unit loads
 2. Containers equipped with skids
 3. Large rigid containers or packages
 4. Boxes not pelletized
- 7-44. Forklift trucks can be used with great efficiency during what type of materials-handling operation(s)?
1. Elevating pelletized loads into storage
 2. Handling pelletized loads between hauling operations which require less than 400 feet load hauling distances
 3. Both 1 and 2 above
 4. Handling pelletized loads between hauling operations which require greater than 400 feet load hauling distances
- 7-45. Which of the following statements is NOT correct in regards to tractor-trailer train operations?
1. Tractor-trailer trains should be used in hauling operations that require less than 400 feet hauling distances
 2. Tractor-trailer trains may be used in hauling operations involving hauls between 400 feet and 1 mile in length
 3. Under normal conditions, one tractor should be able to keep one set of trailers loading, a second set underway, and a third set unloading
 4. Tractor-trailer trains can haul heavier tonnage than carrier-type trucks of equal horsepower capacity
- 7-47. What is the towing capacity of a warehouse tractor if it has a drawbar pull of 2,600 pounds?
1. 50 tons
 2. 150 tons
 3. 250 tons
 4. 350 tons
- 7-47. The caster-steering type of warehouse trailers are available in what capacity?
1. 4,000 pound capacity only
 2. 6,000 pound capacity only
 3. Both 4,000 and 6,000 pound capacity
 4. 8,000 pound capacity
- 7-48. In storage operations where mechanical equipment cannot be used because of space limitations, which of the following types of materials-handling equipment would be most useful?
1. Handtrucks
 2. Warehouse trailers only
 3. Warehouse tractors only
 4. Warehouse tractors and trailers
- 7-49. What type handtruck would be most suitable for small-lot stockpicking in multi-story warehouses?
1. Stockpicker truck
 2. Four-wheel platform handtruck
 3. The two-wheel handtruck
 4. The steel platform handtruck with fifth-wheel design
- 7-50. When you have a large number of orders to fill for small retail issues, what type of handtruck should you normally use for breakout?
1. The single-platform handtruck
 2. The hand pallet truck
 3. The two-wheel handtruck
 4. The stockpicker truck
- 7-51. Which of the following materials-handling equipment is used for pallet handling when space is limited and handling operations are too small for forklift trucks?
1. Warehouse tractor
 2. Pallet muck
 3. Tractor
 4. Handtruck
- 7-52. The standard tiering truck used by the military services has what load capacity?
1. 1,000 pounds
 2. 2,000 pounds
 3. 3,000 pounds
 4. 4,000 pounds
- 7-53. What feature does the tiering truck have that makes it more useful, in some materials-handling Operations, than the standard forklift truck?
1. Greater lifting capacity
 2. Greater lifting-height capability
 3. Longer distance hauling capability
 4. More maneuverability

- 7-54. A straddle truck is designed to handle what type of loads?
1. Containers equipped with skids
 2. Long and heavy materials
 3. Boxes not pelletized
 4. Large rigid containers or packages
- 7-55. The use of pallets permits which of the following types of materials-handling operations?
1. Storing material by units
 2. Transporting material by units
 3. Loading material by units
 4. Each of the above
- 7-56. What is the usual size for a pallet?
1. 40" x 48"
 2. 40" x 40"
 3. 48" x 48"
 4. 60" x 60"
- 7-57. You can save considerable time and labor when you are discharging easily crushed items from a ship to a transit shed if you use which of the following types of equipment?
1. Single-platform pallets
 2. Box pallets
 3. Double-platform pallets
 4. Skids
- 7-58. Nestable sheet metal pallets are convenient for which of the following reasons?
1. They are easy to keep clean
 2. They save storage space
 3. Their maintenance cost is low
 4. All of the above
- 7-59. What size pallet is used primarily for transporting and storing drummed products and stevedoring purposes?
1. 40" x 48"
 2. 48" x 72"
 3. 48" x 48"
 4. 72" x 72"
- 7-60. When you are loading a pallet with boxes of different sizes, the boxes should be arranged in what way?
1. The biggest and sturdiest boxes should go in the center
 2. The biggest and most fragile boxes should go at the ends
 3. The smallest and sturdiest boxes should go at the ends
 4. The smallest and most fragile boxes should go in the center
- 7-61. When you palletize material that will be moved several times before it reaches its destination, what additional step(s) should you take?
1. The material should be swapped to the pallet using nylon or metal strapping
 2. The material should be strapped and metal or folder cardboard comers placed under the strapping
 3. The height of the pelletized material should be reduced to one layer of containers
 4. Horizontal strapping should be added to ensure that the material will remain tightly packed
- 7-62. The drum-handling sling is designed for which of the following operations?
1. For shipboard loading only
 2. With a crane for any drum or barrel-handling operation only
 3. With a crane for any drum or barrel-handling operation and shipboard loading
 4. As a forklift truck attachment for any drum or barrel-handling operation
- 7-63. How many different types of drum-handling forklift truck attachments are available?
1. One
 2. Two
 3. Three
 4. Four
- 7-64. What type of drum-handling forklift truck attachment is NOT in wide use because of its installation cost?
1. Spaced forks that cradle drums
 2. Side rails with hooks
 3. Vacuum operative
 4. One drum vertically operated

7-65. Most cargo net slings are of what size(s)?

1. 12' x 12' only
2. 14' x 14' only
3. 12' x 12' or 14' x 14'
4. 10' x 12' or 12' x 14'

7-66. Cargo net slings are used in what type(s) of materials-handling operations?

1. In general use aboard MLSF ships and in UNREP operations
2. In ship-to-ship transfers of unpalletized miscellaneous cargo only
3. In vertical replenishment operations at sea only
4. In ship-to-shore materials-handling operations only

7-67. Rollers should be used in materials-handling operations for which of the following operations?

1. To replace non-available mobile materials-handling equipment
2. To supplement mobile materials-handling equipment
3. To move heavy boxes or skids
4. When a warehouse crane is not available

7-68. What are the basic types of conveyors that have been adopted as standard for the military departments?

1. The power-driven belt-type and the gravity-type roller or wheel conveyors
2. The power-driven roller-type and the gravity-type wheel conveyors
3. The power-driven wheel-type and the gravity-type roller conveyors
4. The gravity-type roller and wheel conveyors

7-69. What materials-handling device having its principal application aboard ship is used to strike down stores?

1. Gravity-type conveyors
2. Power-driven conveyors
3. Chutes
4. Rollers

7-70. Which of the following listed cranes has the greater topping distance?

1. The warehouse crane with a maximum sluing boom capacity of 10,000 pounds
2. The warehouse crane with a maximum sluing boom capacity of 20,000 pounds
3. The warehouse crane with a sluing boom range of 360 degrees
4. The mobile crane with the truck chassis-mounted boom

7-71. The most common form of gantry used on gantry cranes is the one that has which of the following components?

1. A stiff-legged derrick
2. A trolley running on the bridge, carrying a hoist
3. A rotating-pillar or jib crane
4. A hammerhead crane mounted on its bridge

7-72. What type of crane is particularly adapted to the transfer of cargo between the pier and a vessel?

1. Gantry
2. wharf
3. Mobile
4. Warehouse

7-73. Various materials-handling situations require an SK to be able to select the necessary piece of equipment arise aboard ship. Being acquainted with which of the following listed equipments would assist the SK in this selection?

1. Hoists only
2. Pulleys only
3. Dollies only
4. Hoists, pulleys. and dollies

7-74. Which of the following types of materials-handling equipment used to raise a large load of several tons would be particularly useful in trucks or small storerooms aboard ship?

1. Manually operated chain hoist
2. Electrically operated hoist with over track only
3. Pallet dolly with a capacity of 2,000 pounds
4. Pallet dolly with a capacity of 4,000 pounds

7-75. When a chain hoist is not available, a block and tackle arrangement can be used in its place for which of the following types of materials-handling operations?

1. Pulling or hoisting large, heavy objects
2. Situations where a chain hoist is normally used to handle smaller loads
3. For moving or shifting heavy loads 20 feet or more
4. For moving or shifting heavy loads less than 20 feet

ASSIGNMENT 8

Textbook Assignment: "Automated Supply"-continued, chapter 11, pages 11-9 through 11-10; "Maintenance and Material Management System," chapter 12, pages 12-1 through 12-5; "Materials-Handling Equipment," chapter 13, pages 13-11 through 13-19; "Safety Precautions in Handling and Stowing of Cargo; Preparation and Shipment of Material," chapter 14, pages 14-1 through 14-17 and Appendix I.

Learning Objectives: Identify the various types of materials-handling equipment; specify the uses of each.

- 8-1. What are the common types of dollies used by the Navy?
1. General-purpose and reefer car dollies only
 2. Pallet rollers, reefer car, and general-purpose dollies
 3. Reefer car, boxcar, and storeroom dollies
 4. General-purpose, boxcar, and truck dollies
- 8-2. In determining what type of materials-handling equipment you can use, which of the following factors must be taken into consideration?
1. Your type of ship only
 2. The physical characteristics only
 3. Quantity of material to be moved and ship type only
 4. Ship type, physical characteristics, and quantity of material to be moved
- 8-3. What is the primary method of moving material on a cargo ship?
1. Cargo booms
 2. Cargo yard stay
 3. Cargo hook and whip
 4. Cargo winch and hook
- 8-4. What type of hatch tent is sometimes used to protect personnel and cargo-in-hold during inclement weather?
1. The Norfolk
 2. The Oakland
 3. The Seattle
 4. The Bayonne
- 8-5. What device must be used to prevent the loss of cargo overboard during loading or discharging operations?
1. A cargo net
 2. A save-all
 3. A tarpaulin
 4. A wooden platform
- 8-6. Which of the following factors should be used to determine the best method for moving stores from one location to another?
1. Storage space available, traffic pattern, lighting and commodities to be handled
 2. Mechanical equipment and number of personnel available
 3. Required speed of discharge or loading, terrain, and distance of haul
 4. All of the above
- 8-7. In order to operate materials-handling equipment (MHE), you must meet which of the following requirements?
1. Have a chauffeurs driver's license
 2. Have a valid authorization from your duty station
 3. Have authorization from your LPO
 4. Have a valid state driver's license
- 8-8. Aboard ship, who performs preventive maintenance services on all MHE?
1. "E" and "A" divisions
 2. Deck and operations division
 3. PW department while in port
 4. Operator or PW department while in port
- 8-9. The prestart inspections on all MHEs is performed by what person(s)?
1. Operator only
 2. "A" division only
 3. "E" division only
 4. "E" and "A" divisions

Learning Objective: List the safety factors that should be observed in handling and stowing cargo.

- 8-10. Indexes of all Department of the Navy safety precautions for forces afloat are published by which of the following individuals or activities?
1. Office of the Department of the Navy
 2. Chief of Naval Operations
 3. Systems commands
 4. Bureaus
- 8-11. All EXCEPT which of the following safety precautions should be observed?
1. Personnel may, when authorized and using a safety pallet, be hoisted with a forklift
 2. Only licensed operators should be permitted to operate MHE
 3. The maximum operating speed limitations of MHE can be exceeded only for short periods of time
 4. MHE should not be operated in excess of the maximum speed limitations
- 8-12. When refueling MHE and a gasoline spill occurs, which of the following actions should you take?
1. If the amount of the spill is 1 pint or more, have a person standing by with a fire extinguisher during the cleanup
 2. Use any absorbent material available to clean the spill after moving the MHE
 3. In the process of cleaning up, use all immediately available tools to expedite the cleanup prior to starting the MHE engine
 4. All of the above
- 8-13. If the operator is to leave a forklift truck for a few minutes, the operator should set the brakes and take what additional step?
1. Raise the fork about 4 inches from the floor
 2. Chock at least one wheel
 3. Stop the engine
 4. Rest the fork on any empty pallet
- 8-14. When you are operating a forklift truck, which of the following safety precautions should be taken?
1. Travel with forks elevated approximately 4 inches above the floor
 2. Tilt the mast back when transporting a load
 3. When transporting a load, drive forward up a ramp and in reverse down a ramp
 4. All of the above
- 8-15. The cause of a member's unreliability should be determined and eliminated.
1. True
 2. False
- 8-16. When cargo or hoisting gear is being lowered into a hold or onto the pier, what warning should be given?
1. "Heads up"
 2. "Turn to"
 3. "Stand clear"
 4. "Get hot"
- 8-17. When cargo is being loaded or unloaded, it should be stopped how far above the intended loading area and then guided to a safe landing?
1. 1 foot
 2. 2 feet
 3. 3 feet
 4. 4 feet
- 8-18. When cargo is NOT being handled through a hatch that has been left open, which of the following safety precautions should be taken?
1. Station guards around the hatch only
 2. Rig safety lines around the hatch only
 3. Station guards around the hatch and rig safety lines
 4. Rig a temporary cover over the hatch
- 8-19. The possibility of a fire is greatest during cargo-handling operations involving what type(s) of material?
1. Fuel only
 2. Ammunition only
 3. Flammables and ammunition
 4. Paper, rags, and wood
- 8-20. If oil or grease is spilled in the working area during a cargo loading operation, which of the following precautions would be appropriate?
1. The oil should be removed immediately
 2. The oil should be covered with sand or cinders
 3. The oil should be covered with sawdust or other suitable anti-slip material
 4. Each of the above precautions may be taken

- 8-21. How many members should steady a draft and remove slings from it?
1. One
 2. Two
 3. Three
 4. Four
- 8-22. Which of the following methods should you use to pick up heavy objects?
1. Stand close to the object, have your feet slightly apart and solidly placed. Grasp the object firmly and lift by coming to the upright position
 2. Stand close to the object, have your feet slightly apart and solidly placed. With knees bent, grasp the object firmly and lift by straightening your legs
 3. Stand close to the object, have your feet close together and firmly placed. With your legs straight, grasp the object firmly and lift by straightening your back
 4. Stand close to the object, have your feet slightly apart and solidly placed. With your legs straight, grasp the object firmly and lift by straightening your back
- 8-23. When cargo is being hoisted from or lowered into a hold, which of the following positions should the hold crew take?
1. Take cover aft of the square of the hatch only
 2. Take cover forward of the square of the hatch only
 3. Take cover aft or forward of the square of the hatch
 4. Stand ready to assist in landing or hoisting the cargo
- 8-24. In discharging your responsibility as a supervisor of a cargo-handling crew, which of the following precautions should you enforce?
1. Never permit personnel to stand or work under suspended slingloads only
 2. See that your personnel do not enter dark places without a light only
 3. Ensure that your crew wear safety shoes and helmets while handling cargo only
 4. Never permit personnel to stand or work under suspended slingloads, or enter dark spaces, and ensure safety shoes and helmets are used while handling cargo
- 8-25. In relation to the supervision of cargo handlers, which of the following actions is NOT a good supervisory practice?
1. Telling and demonstrating how to work safely
 2. Telling and demonstrating how to grip slings and bridles
 3. Demonstrating your faith in your crew by allowing them to work on their own
 4. Discouraging the wearing of rings, gauntlet-type gloves, and trousers with legs so long that they are a tripping hazard
- 8-26. You are a member of an UNREP team receiving stores that must be removed from the cargo landing area as quickly as possible. What would be the determining factor as to whether you can block a passageway or door with these oncoming stores?
1. You must rely upon your own judgment
 2. You must obtain permission from the responsible department head
 3. You must obtain permission from Damage Control Central
 4. You must obtain permission from the supply officer
- Learning Objectives:* Recognize the meaning of various terms and abbreviations used in conjunction with the shipment of material; state the origin and format of transportation control numbers (TCNs).
- 8-27. Material transported as freight is known by which of the following terms?
1. Consignee
 2. Cargo
 3. Bill of lading
 4. Consignor
- THIS SPACE LEFT BLANK INTENTIONALLY

- A. Common carrier
- B. Consignee
- C. Consignor
- D. Contract carrier

Figure 8A.—Shipping terms

IN ANSWERING QUESTIONS 8-28 THROUGH 8-30, SELECT FROM FIGURE 8A THE TERM USED TO IDENTIFY THE DEFINITION USED AS THE QUESTION.

8-28. An activity initiating shipment of material.

- 1. A
- 2. B
- 3. C
- 4. D

8-29. Company that transports property for profit.

- 1. A
- 2. B
- 3. C
- 4. D

8-30. An activity receiving a shipment.

- 1. A
- 2. B
- 3. C
- 4. D

8-31. If several shipment units of MILSTRIP supply demands having different RDDs are consolidated into one transportation unit and an overall TCMD is prepared for it, what TCN should be used for the TCMD?

- 1. The highest serial TCN of the shipment units
- 2. The lowest serial TCN of the shipment units
- 3. The TCN of the shipment unit containing the latest RDD
- 4. The TCN of the shipment unit containing the earliest RDD

8-32. What activity is responsible for the preparation of the DD Form 1384 (TCMD)?

- 1. Unloading activity
- 2. Receiving activity
- 3. Shipping activity
- 4. Loading activity

8-33. The U. S. Government Transit Bill of Lading (DD Forms 1131-1 134) is used only when stop off in transit privileges are afforded under rail tariffs.

- 1. True
- 2. False

Learning Objective: Identify the format, color coding, and procedures used in the application of shipping labels and tags.

- A. DD Form 1387
- B. DD Form 1387-1
- C. DD Form 1387-2
- D. DD Form 1384-1

Figure 8B.—Forms

IN ANSWERING QUESTIONS 8-34 THROUGH 8-36 SELECT FROM FIGURE 8B THE FORM USED IN THE SITUATION LISTED AS THE QUESTION.

8-34. Glued to the shipment container.

- 1. A
- 2. B
- 3. C
- 4. D

8-35. Tied to the container.

- 1. A
- 2. B
- 3. C
- 4. D

8-36. Identifies special handling precautions.

- 1. A
- 2. B
- 3. C
- 4. D

8-37. A DD Form 1387-1 for priority group 1 should have what type of border?

- 1. Red
- 2. Blue
- 3. Plain
- 4. Green

8-38. A DD Form 1387-1 for priority group 2 should have what type of border?

1. Red
2. Blue
3. Plain
4. Green

8-39. A DD Form 1387-1 for priority group 3 should have what type of border?

1. Red
2. Blue
3. Plain
4. Green

8-40. Which of the following materials are considered hazardous?

1. Explosives only
2. Flammable liquids only
3. Corrosives only
4. Corrosives and magnetic materials

Learning Objective: Select, complete, and interpret basic cargo documents used to standardize procedures for shipping military cargo; recognize methods of loading and stowing cargo to prevent loss or damage and to simplify unloading.

8-41. What document shows the location of all cargo aboard?

1. Cargo Manifest Recapitulation
2. Cargo Stowage Plan
3. Transportation Control and Movement Document
4. Cargo Manifest

8-42. On the stowage plan what type of measurements are used to indicate the size of cargo?

1. Pounds and feet
2. Long tons and measurement tons
3. Long tons and short tons
4. Kilos and meters

8-43. For what reason are stowage plans color coded?

1. To indicate the type of cargo on board
2. To identify the various types of lifts
3. To identify the categories of danger cargo
4. To identify the port of discharge

8-44. Each loading activity prepares a separate manifest for which of the following?

1. Each discharge port
2. Each hatch location
3. Each consignee
4. Each of the above

8-45. Which of the following items of information is NOT shown on the Cargo Manifest Recapitulation?

1. Name of ship
2. Status of the ship
3. Location and type of cargo for any given port
4. Location and destination of mail only

8-46. All EXCEPT which of the following procedures must be performed in receiving fleet freight?

1. Conduct a check for evidence of damage or pilferage
2. Verify the contents of each container
3. Check the piece count quantities with quantities shown on the invoices
4. Receipt for all material accepted as freight

8-47. The term, fleet freight, is normally used to refer to material carried by cargo ships only.

1. True
2. False

8-48. Under which of the following circumstances may the requisitioner request the shipping activity to institute a MILSTRIP tracer?

1. Before supply status has been received under MILSTRIP
2. After supply status has been received under MILSTRIP only
3. After the time frame for material receipt has passed only
4. After supply status has been received under MILSTRIP and the time frame for material receipt has passed

Learning Objective: State the procedures for classifying material, methods of shipping material, and procedures for preparing material for shipment.

8-49. Which of the following publications contains specific instructions for articles requiring special packing or unusual precautions in handling?

1. NAVSUP P-484
2. DOD Regulations 4500.32R
3. MIL-STD 128-C
4. NAVSUP P-422

8-50. Which of the following methods of shipment is referred to as a commercial carrier method by shipping authorities?

1. Government air service only
2. Air freight only
3. Federal Express only
4. Air Freight and Federal Express

8-51. Levels of protection are identified as A, B, and C and are marked on exterior containers. What level of protection must be given repairables?

1. A/A
2. C/A
3. C/C
4. B/C

Learning Objective: Identify various shipping priorities and different types of shipment.

8-52. The basic objective of UMMIPS time standards established by DOD Instruction 4410.06 is to satisfy customer requirements on time without overriding cost factors.

1. True
2. False

8-53. Requisitions with which of the following UMMIPS PDs could qualify for EXPEDITED HANDLING provided an accurate RDD was used?

1. 03
2. 08
3. 12
4. 14

8-54. Transportation priority is assigned to shipments via Military Airlift Command (MAC) aircraft on a space-available basis?

1. TP1
2. TP2
3. TP3
4. TP4

8-55. Air shipments of material may be made on items with which of the following priority designators(PDs)?

1. 3 only
2. 8 only
3. 15 only
4. 3,8, and 15

8-56. Cargo that may be referred to as label cargo is known by which of the following terms?

1. Dangerous
2. Security
3. Classified
4. General

A. Troop Space
B. Perishable
C. Classified
D. Security

Figure 8C.-Cargo classification

IN ANSWERING QUESTIONS 8-57 THROUGH 8-60, SELECT FROM FIGURE 9B THE CLASSIFICATION OF CARGO LISTED AS THE QUESTION.

8-57. High-value, technical equipment.

1. A
2. B
3. C
4. D

8-58. Shipments safeguarded in accordance with OPNAVINST 5510.1.

1. A
2. B
3. C
4. D

8-59. Medical Items.

1. A
2. B
3. C
4. D

8-60. Office equipment.

1. A
2. B
3. C
4. D

STUDENT COMMENT SHEET

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NOTE: IF YOU HAVE NO COMMENTS, YOU DO NOT HAVE TO SUBMIT THIS FORM.

FROM: _____ Date _____

RATE/RANK/GRADE, NAME (FIRST, M.I., LAST)

STREET ADDRESS, APT #

CITY, STATE, ZIP CODE

DSN: _____

Commercial: _____

FAX: _____

INTERNET: _____

To: COMMANDING OFFICER
NETPMSA CODE N313
6490 SAUFLEY FIELD RD
PENSACOLA FL 32509-5237

Subj: *STOREKEEPER 3 & 2*, NAVEDTRA 82650

1. The following comments are hereby submitted:

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UNDER AUTHORITY OF TITLE 5, USC 301, INFORMATION REGARDING YOUR MILITARY STATUS IS REQUESTED TO ASSIST IN PROCESSING YOUR COMMENTS AND IN PREPARING A REPLY. THIS INFORMATION WILL NOT BE DIVULGED WITHOUT WRITTEN AUTHORIZATION TO ANYONE OTHER THAN THOSE WITHIN DOD FOR OFFICIAL USE IN DETERMINING PERFORMANCE.

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DEPARTMENT OF THE NAVY

**COMMANDING OFFICER
NETPMSA CODE N313
6490 SAUFLEY FIELD RD
PENSACOLA FL 32509-5237**

OFFICIAL BUSINESS

**COMMANDING OFFICER
NETPMSA CODE N313
6490 SAUFLEY FIELD RD
PENSACOLA FL 32509-5237**

PRINT OR TYPE

TITLE _____ NAVEDTRA _____

NAME _____ ADDRESS _____
Last First Middle Street/Ship/Unit/Division, etc.

City or FPO State Zip

RANK/RATE _____ SSN _____ DESIGNATOR _____ ASSIGNMENT NO. _____ DATE SUBMITTED _____

☐ USN ☐ USNR ☐ ACTIVE ☐ INACTIVE OTHER (Specify) _____

SCORE

	1 T	2 F	3	4
1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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16	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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21	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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23	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	1 T	2 F	3	4
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74	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
75	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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